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# *Applicant* *User Guide*

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prepared August 25, 2006

## Grants.gov Applicant User Guide

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## **1. Introduction**

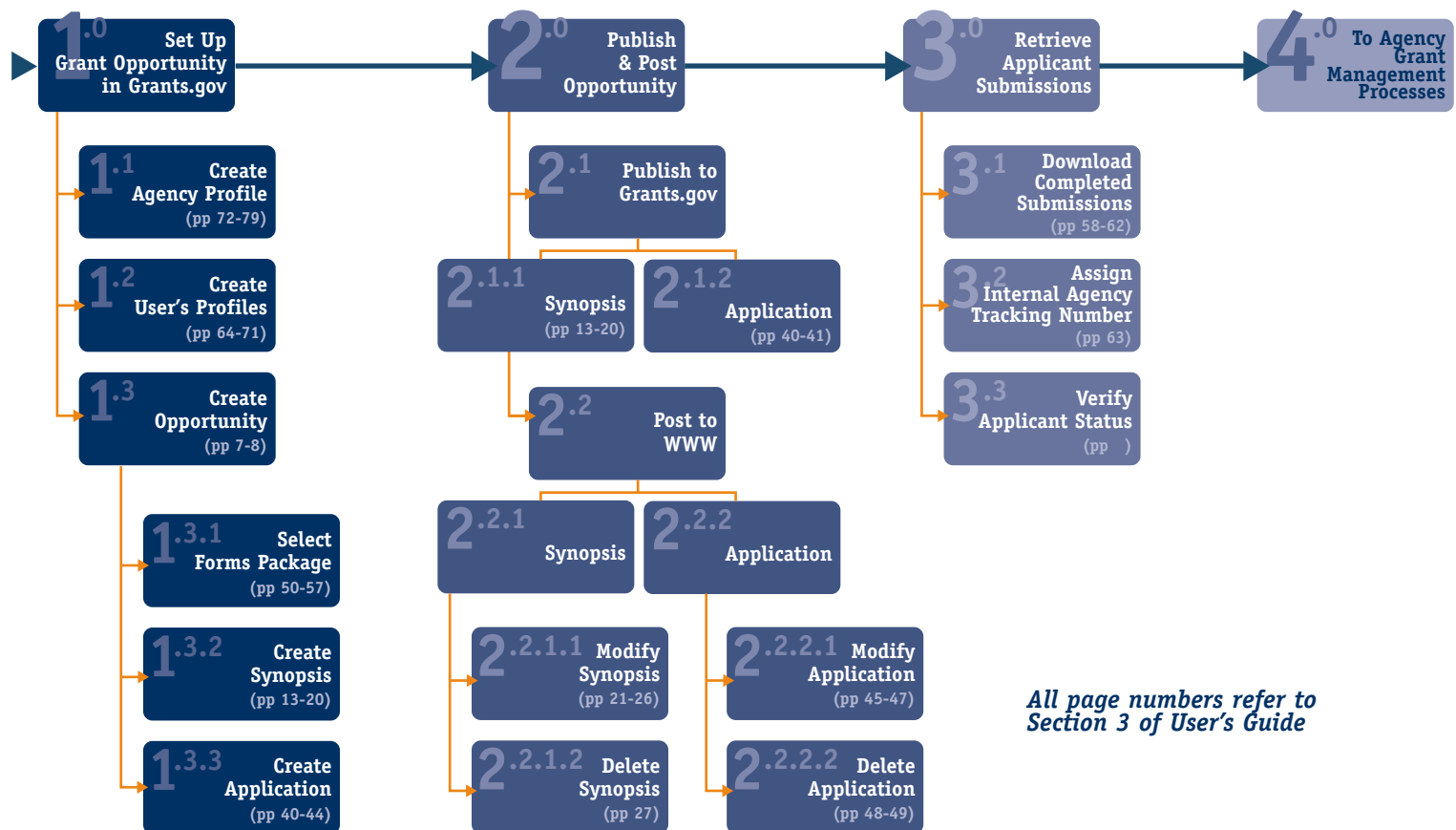
Grants.gov has been designed to make it easier for organizations to find and apply for more than \$400 billion in Federal grants. With electronic access to more than 1,000 grant programs offered by all Federal grant-making agencies, Grants.gov leverages the power of the Web to streamline your grant acquisition process.

This user guide has been developed to help you navigate the Grants.gov environment more easily. In it, you'll find an overview of every step of the process – whether you're an applicant or grant-making agency.

From getting started and registration to viewing and tracking completed applications, this user guide offers clarification where and when you need it.

# Roadmap *grants.gov*

## Grantor User Guide





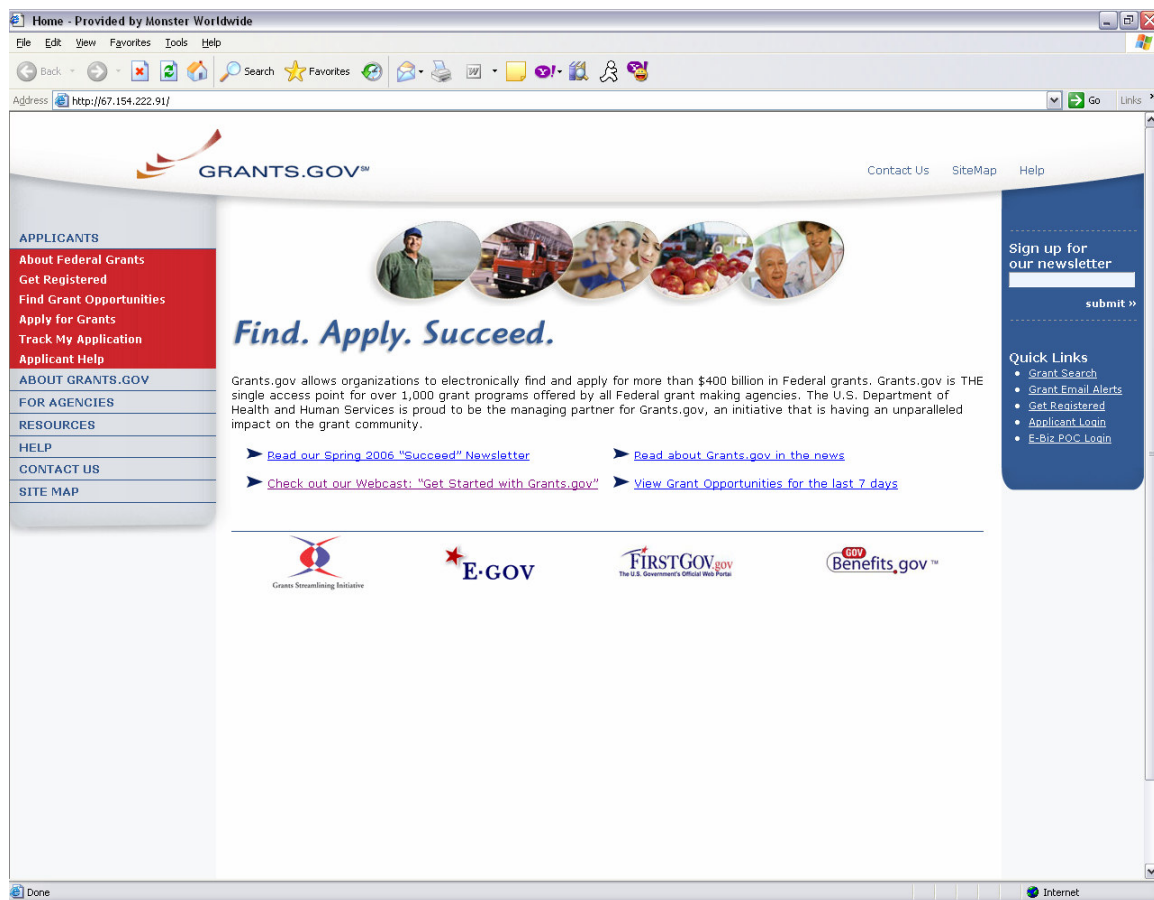
### 3. For Applicants: Get Registered: Organization Registration

Review this overview if you are submitting a grant **on behalf of** a company, state, local or tribal government, academia or research institution, not-for-profit or any other institution.

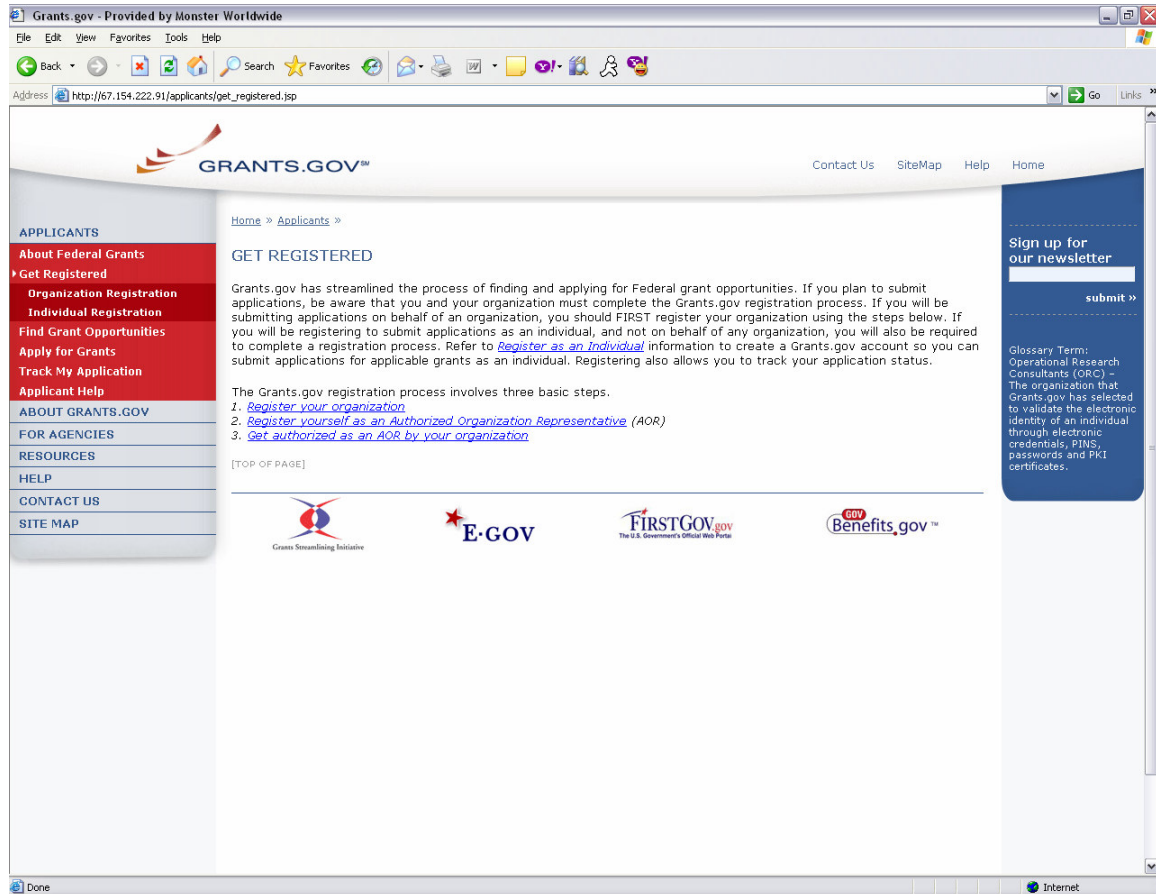
If you are submitting an application as an individual, please move to the [Individual Registration](#) section of the user guide.

#### 3.1 Instructions for Getting Registered for Organizations

1. You may get started registering your organization by selecting **Get Registered** in the navigation bar on the left side of each screen within Grants.gov.



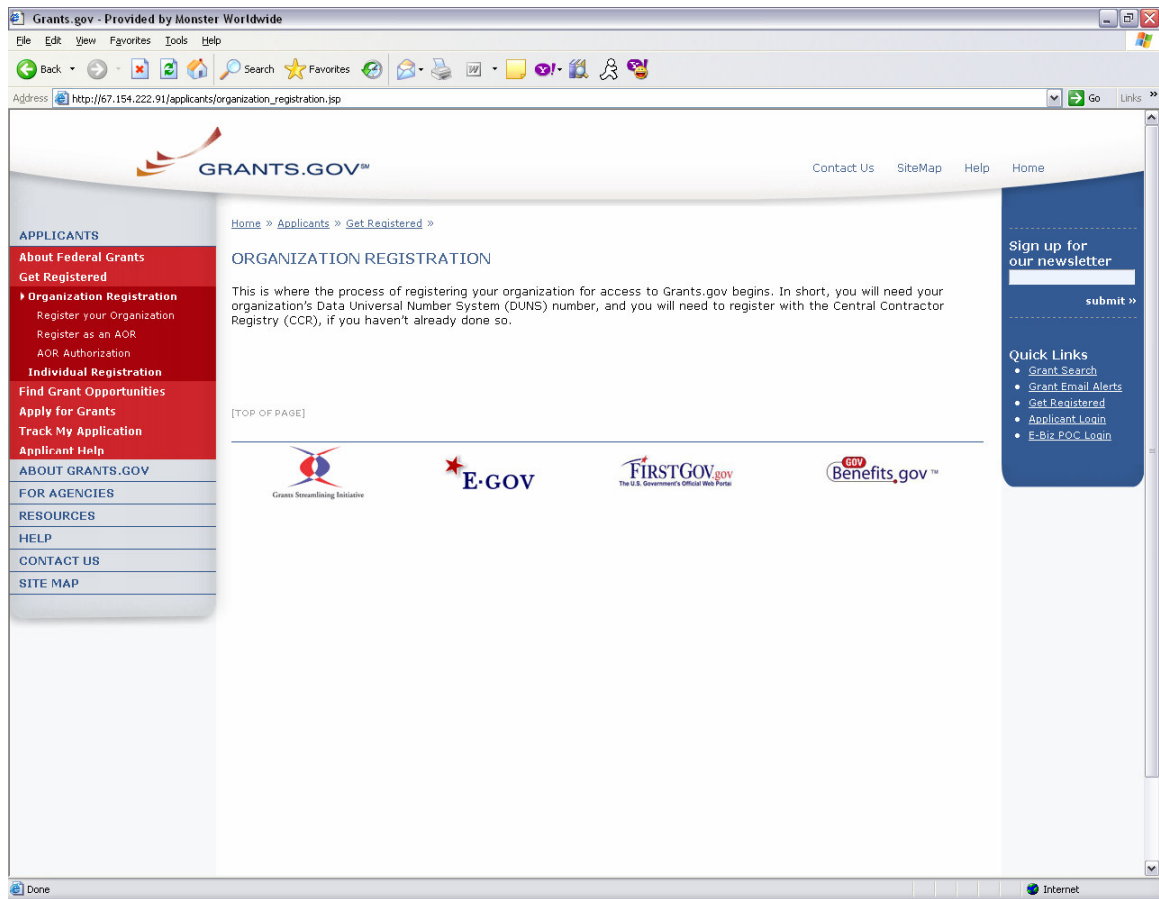
2. Once you land on the Get Registered screen, you will be presented with two options. If you are submitting an application on behalf of an organization – not yourself – click on **Organization Registration** in the left navigation bar.



3. Registering your organization requires three basic steps:

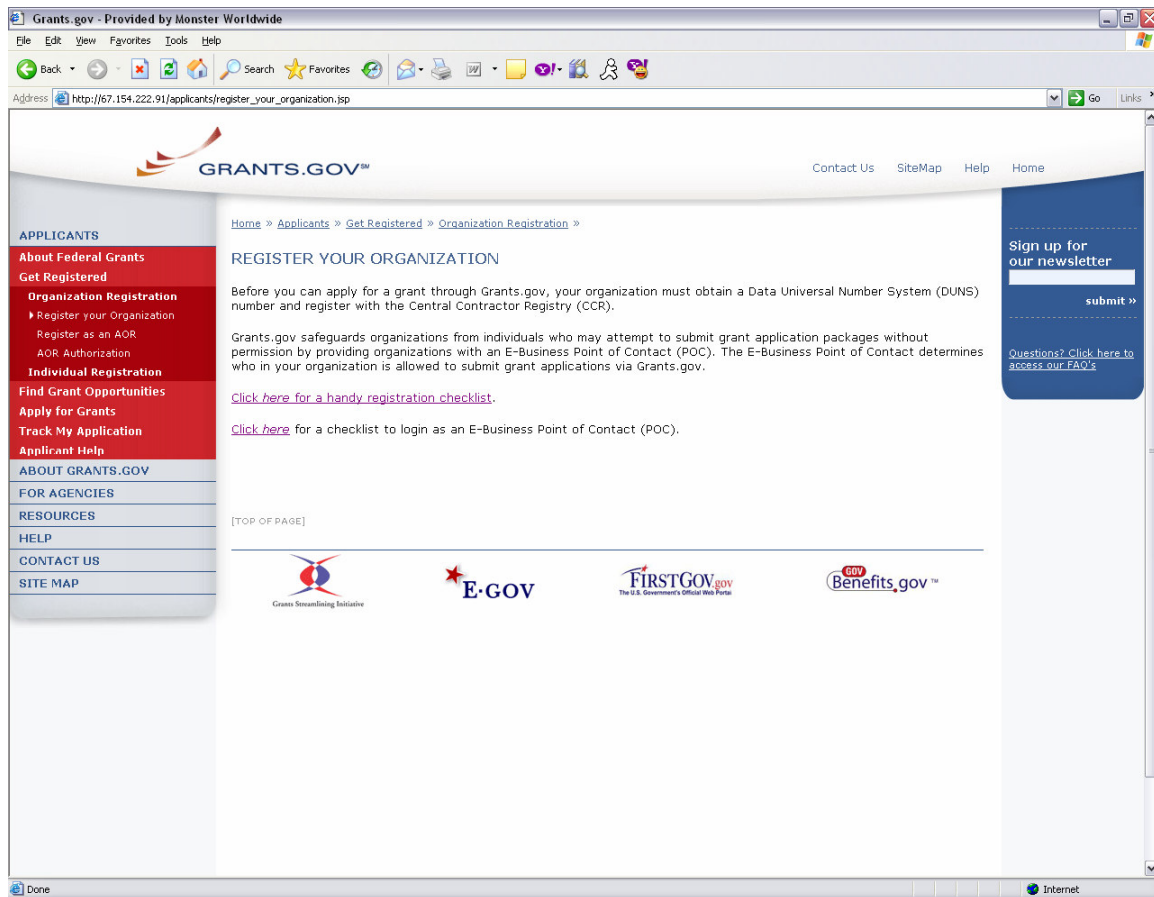
1. Register your organization
2. Register yourself as an Authorized Organization Representative (AOR)
3. Get authorized as an AOR by your organization

## APPLICANT USER GUIDE



### Organization Registration: Register Your Organization

To apply for grants through Grants.gov, your organization must first obtain a Data Universal Number System (DUNS) number. Then, you must register your organization with the Central Contractor Registry (CCR).

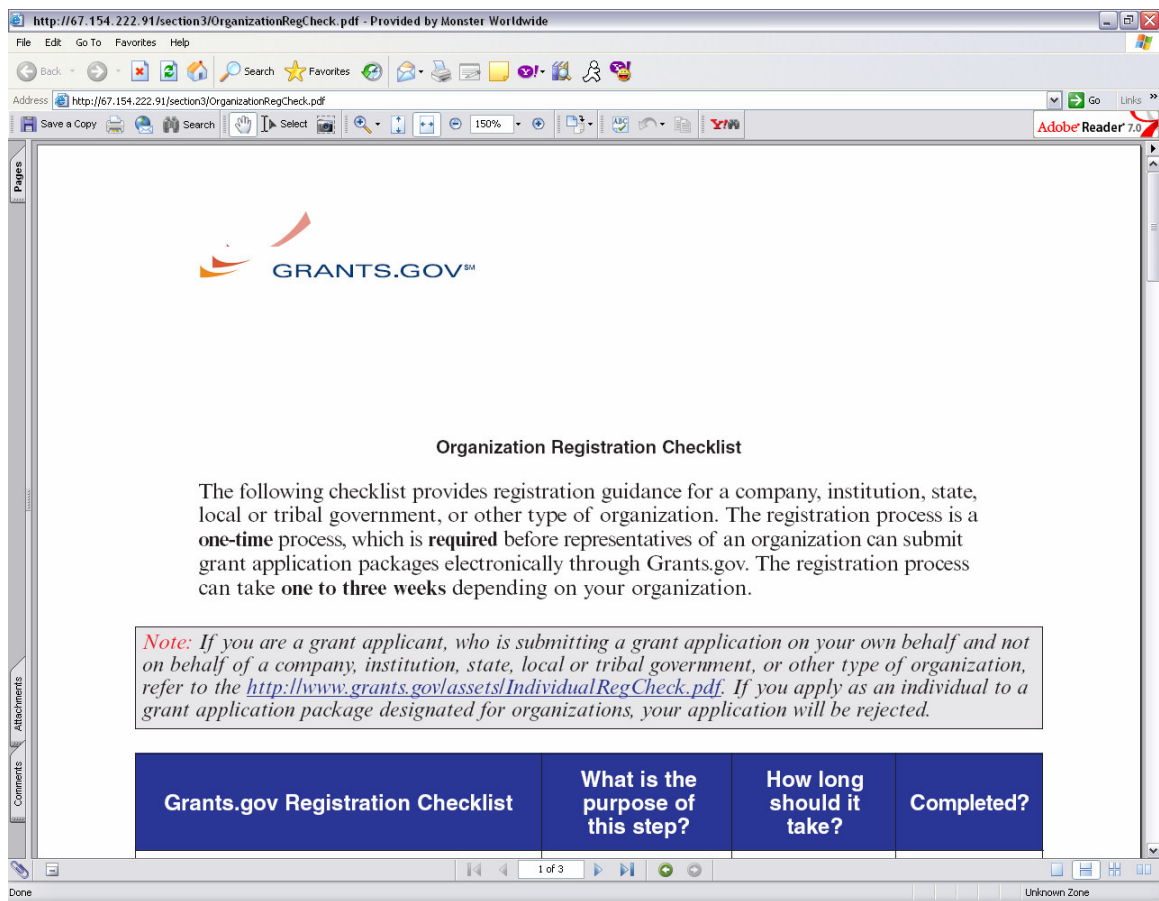


Grants.gov has developed a registration checklist to help you navigate the process of obtaining a DUNS number and registering your organization with the Central Contractor Registry (CCR).

### Instructions for reviewing the Registration Checklist for Organizations

Follow the steps below to review the Registration Checklist for Organizations.

1. To Access the Registration Checklist for Organizations, select **Organization Registration** from the left navigation of any Grants.gov page.
2. Once on the Organization Registration page, select **Register Your Organization** from the sub-menu.
3. Once on the Register Your Organization page, you may click the **Registration Checklist** link to download a handy document that details the steps your organization needs to follow to register to submit grants online through Grants.gov
4. The Registration Checklist is a PDF document, which you may review on-screen or print and retain for future reference.



The Registration Checklist for Organization screen will appear. The checklist helps guide your organization through completing the registration steps required to submit grants online through Grants.gov.

**Remember, first you will need to obtain a DUNS number and then, you must register with CCR.**

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## Obtaining a DUNS Number

In order to register with the Central Contractor Registry (CCR), a requirement for registering with Grants.gov, your organization will need a Data Universal Number System (DUNS) number. A DUNS number is a unique nine-character identification number provided by the commercial company [Dun & Bradstreet \(D&B\)](#).

Tips for requesting a DUNS number

Please have the following information prepared:

- Name of your organization
- Organization address
- Local phone number
- Name of the CEO/Organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary line of business
- Total number of employees (full and part time)

**Note:** As a result of obtaining a DUNS number, you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request not to be listed when you contact D&B.

## Instructions for Requesting a DUNS Number

Once you have completed the registration, your DUNS number should be available the next business day.

Follow the steps below to request a DUNS number:

1. Most large organizations, independent libraries, colleges and research universities already have DUNS numbers. Prior to requesting a DUNS number, you should investigate if your organization already has a DUNS number. You should ask your organization's chief financial officer, grant administrator, or authorizing official to provide your organization's DUNS number. Alternatively, you can determine if your organization has a DUNS online by using the DUNS [web registration](#). The website is: <http://fedgov.dnb.com/webform/displayHomePage.do>
2. If your organization does not have a DUNS number, ask the chief financial officer, grant administrator, or authorizing official of your organization to register for a DUNS number. Or request a DUNS number online via [web registration](#). The process can take up to 48 hours to complete.

If your organization is located outside of the United States, you can also request and register for a DUNS number online via [web registration](#).

Please have the following information prepared before calling:

- Name of your organization
- Organization address
- Local phone number
- Name of the CEO/Organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary line of business
- Total number of employees (full and part time)

**Note:** As a result of obtaining a DUNS number, you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request not to be listed when you contact D&B.

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## Registering with CCR

The Central Contractor Registry (CCR) is a government-wide registry for vendors doing business with the Federal government. The CCR centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses the CCR to establish roles and IDs for electronic grant applicants. In the future, not only electronic grant applicants, but all grant applicants will be required to use the CCR.

Tips for registering with the CCR

1. Information for registering with the CCR and online documents can be found at [www.ccr.gov](http://www.ccr.gov).
2. Before registering, applicants and recipients should review the Central Contractor Registration Handbook at <http://www.ccr.gov/handbook.asp>.
3. It is recommended that registrants review the information on [http://www.ccr.gov/handbook.asp#Information\\_Needed](http://www.ccr.gov/handbook.asp#Information_Needed) and gather the needed information prior to starting the online registration process.

## Instructions for Registering

If your organization has the necessary information ready, online registration will take about 30 minutes to complete, depending upon the size and complexity of your organization. If the organization completes the CCR registration process by 6:00 PM EST and passes the IRS Tax Identification validation, the organizational representatives will be able to begin their registration process the very next business day. Once your CCR registration becomes active, you will be able to register with the [Credential Provider](#). You can visit the Register with the Credential Provider page at <http://apply.grants.gov/IndCPRegister>.

1. Visit the **CCR** website at [www.ccr.gov](http://www.ccr.gov)
2. Click the **Start New Registration** link on the left of the screen.
3. This will pop-up a reminder that you will need a DUNS number to register with CCR.



### Start New CCR Registration pop-up box



4. If you have your DUNS number, click **Continue**. If you do not, follow the directions to register for a DUNS number. Detailed instructions can be found in the Requesting a **DUNS** topic.
5. This will take you to the **CCR Registration** screen.

### CCR Registration screen



### Registration Worksheet for Grant Applicants/Recipients General Information

Enter information into all fields with an "M" (Mandatory Required) placed next to the line. You will be unable to submit your registration on-line unless all of the mandatory information is provided. Additional information about specific fields is listed below:

**Cage Code**

For U.S. applicants, do not enter a Cage Code, one will be assigned.

For foreign applicants, follow the instructions in the CCR.

**Legal Business Name**

Enter the name of the business or entity as it appears on legal documents.

**Business Name**

Enter the name of the organization/entity which is applying for a grant.

**Annual Revenue**

For some organizations/entities this can be an annual budget.

**Type of Organization**

In this section, indicate whether the organization/entity is Tax Exempt or Not.

Indicate what type or how the organization is recognized. Use "Other" if the organization does not fit in the designated categories.

**Owner Information**

Fill-in if a sole proprietorship.

**Business Types**

As indicated, check all that apply. Check the ones that are the closest description to your organization. Most grant applicants can use "Nonprofit Institution" plus any other type that may fit the description. (The listing is being revised to include grant applicants' business types.)

**Party Performing Certification**

Enter information only if the organization has a certification from SBA. Most grant recipients and applicants do not fall into this category.

**Goods and Services**

This section is required. It will require the grant applicant/recipient to look up a code and enter the ones that best fit the type of services the organization provides. It is not required to fill-in all the spaces provided for the codes.

**NAICS Code**

Is required. Follow the instructions.

**SIC Code**

Is required. Follow the instructions.

**Financial Information**

Follow the instructions found under "US Federal TIN" – the Tax Identification Number information will be validated at IRS;

<http://www.ccr.gov/handbook.asp#Financial>

**Registration Acknowledgement and Point of Contact Information**

Enter information into all fields with an "M" (Mandatory Required) placed next to the line. You will be unable to submit your registration on-line unless all of the mandatory information is provided. Additional information about specific fields is listed below:

### **CCR Point of Contact**

Mandatory. Enter the name of the person that knows and acknowledges that the information in the CCR is current, accurate and complete. The person named here will be the only person within the registering organization to receive the Trading Partner Identification Number (TPIN) via email or U.S. mail services. The registrant and the alternate are the only people authorized to share the information with the CCR Assistance Center personnel. An email address is required. An alternate is also required for registration.

### **Government Business Point of Contact**

Not mandatory; review under "Point of Contact;"

[http://www.ccr.gov/handbook.asp#Point of Contact](http://www.ccr.gov/handbook.asp#Point_of_Contact).

### **Electronic Business Point of Contact**

Mandatory. The E-Business Point of Contact is the individual designated by your organization who will become the sole authority within the organization to designate, or revoke, an individual's ability to submit grant applications on behalf of his organization through Grants.gov. Your email address and phone number are required. An alternate is also required for registration.

The Grants.gov E-Business Point of Contact will have the responsibility of assigning the "Authorized Applicant" role to all who register to submit applications for their organization. The E-Business Point of Contact will receive an email each time someone registers with Grants.gov in order to be able to submit applications on behalf of their organization. The E-Business Point of Contact will need to login to the E-Business Point of Contact section of Grants.gov and manually assign the "Authorized Applicant" role to designate someone as an "Authorized Organization Representative (AOR)."

### **Past Performance Point of Contact**

Not required.

### **Marketing Partner ID (MPIN)**

Mandatory for Grants.gov submission. This is a self-defined access code that will be shared with authorized electronic partner applications. The MPIN will act as your password in other systems. The MPIN must be nine positions and contain at least one alpha character, one number and no spaces or special characters.

The E-Business Point of Contact designated by your organization will need to know the MPIN to login to Grants.gov.

### **Registration Notification**

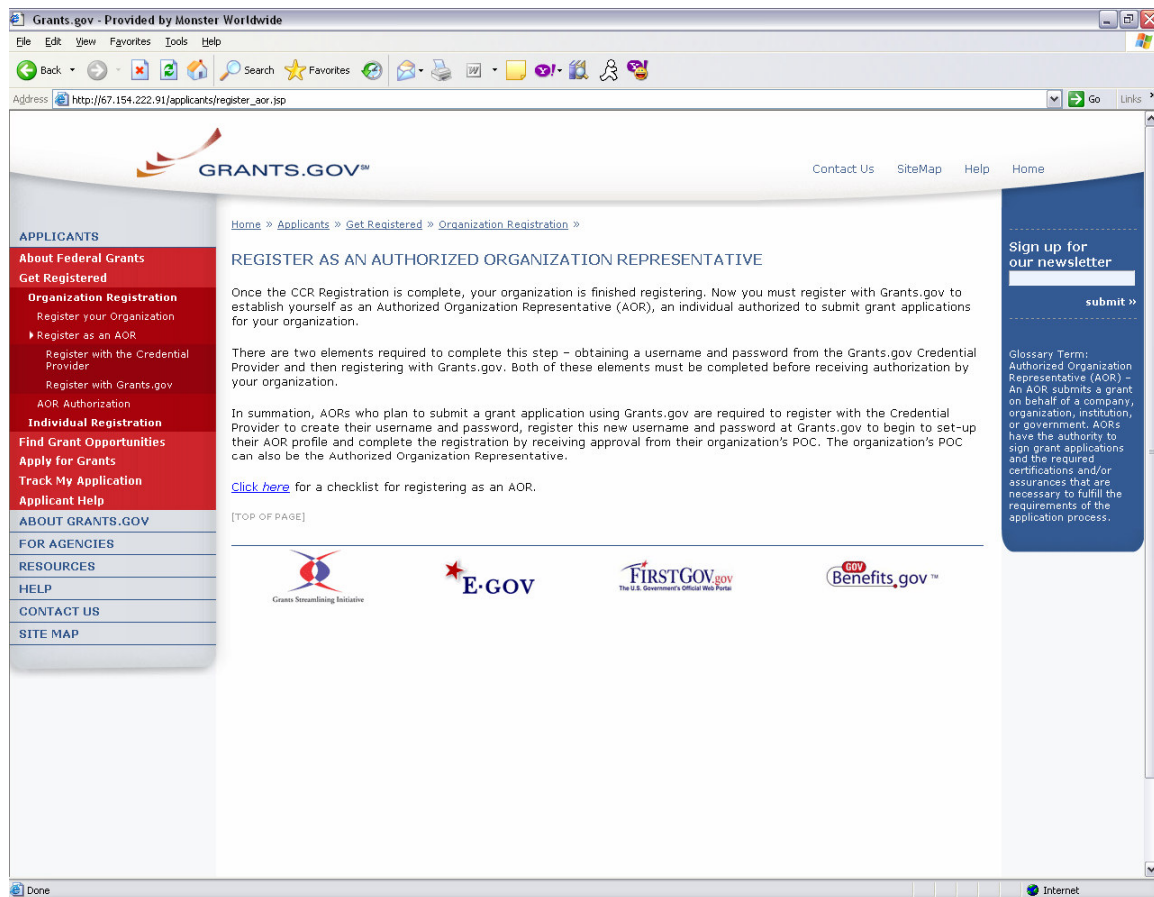
If your registration was submitted successfully then you will receive two letters via U.S. mail or email. This first notice is to welcome you to CCR and will include a copy of your registration. The second notice contains your confidential Trading Partner Identification Number (TPIN). Receipt of your TPIN not only confirms that you are successfully registered in CCR, it is your confidential password, to change your CCR information.

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## Organization Registration: Registering as an AOR

Once the CCR Registration is complete, your organization is finished registering. Now you must register with Grants.gov to establish yourself as an Authorized Organization Representative (AOR), an individual authorized to submit grant applications for your organization.

There are two elements required to complete this step – obtaining a username and password from the Grants.gov Credential Provider and then registering with Grants.gov. Both of these elements must be completed before receiving authorization by your organization.



Grants.gov has developed a registration checklist to help you navigate the process of registering yourself as an AOR (Authorized Organization Representative) and registering with Grants.gov.

### Instructions for reviewing the AOR Registration Checklist

Follow the steps below to review the AOR Registration Checklist

1. To view the AOR Registration Checklist, select **Organization Registration** from the left navigation of any Grants.gov page.
2. Once on the Organization Registration page, select **Register as an AOR** from the sub-menu.
3. Once on the Register as an AOR page, you may click the **AOR Registration Checklist** link to download a handy document that details the steps you need to follow to become recognized as an Authorized Organization Representative.
4. The AOR Registration Checklist is a PDF document, which you may review on-screen or print and retain for future reference.



The AOR Registration Checklist screen will appear. The checklist helps guide you through the process of completing necessary steps to become an AOR.

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## Organization Registration: Register as an AOR: Register with the Credential Provider

### Registering with the Credential Provider

In order to safeguard the security of your electronic information, Grants.gov utilizes E-Authentication – the Federal program that ensures secure transactions. E-Authentication defines the level of trust or trustworthiness of the parties involved in a transaction through the use of Credential Providers. It is the process of determining with certainty that someone really is who he/she claims to be. Grants.gov uses Operational Research Consultants (ORC) as its [Credential Provider](#).

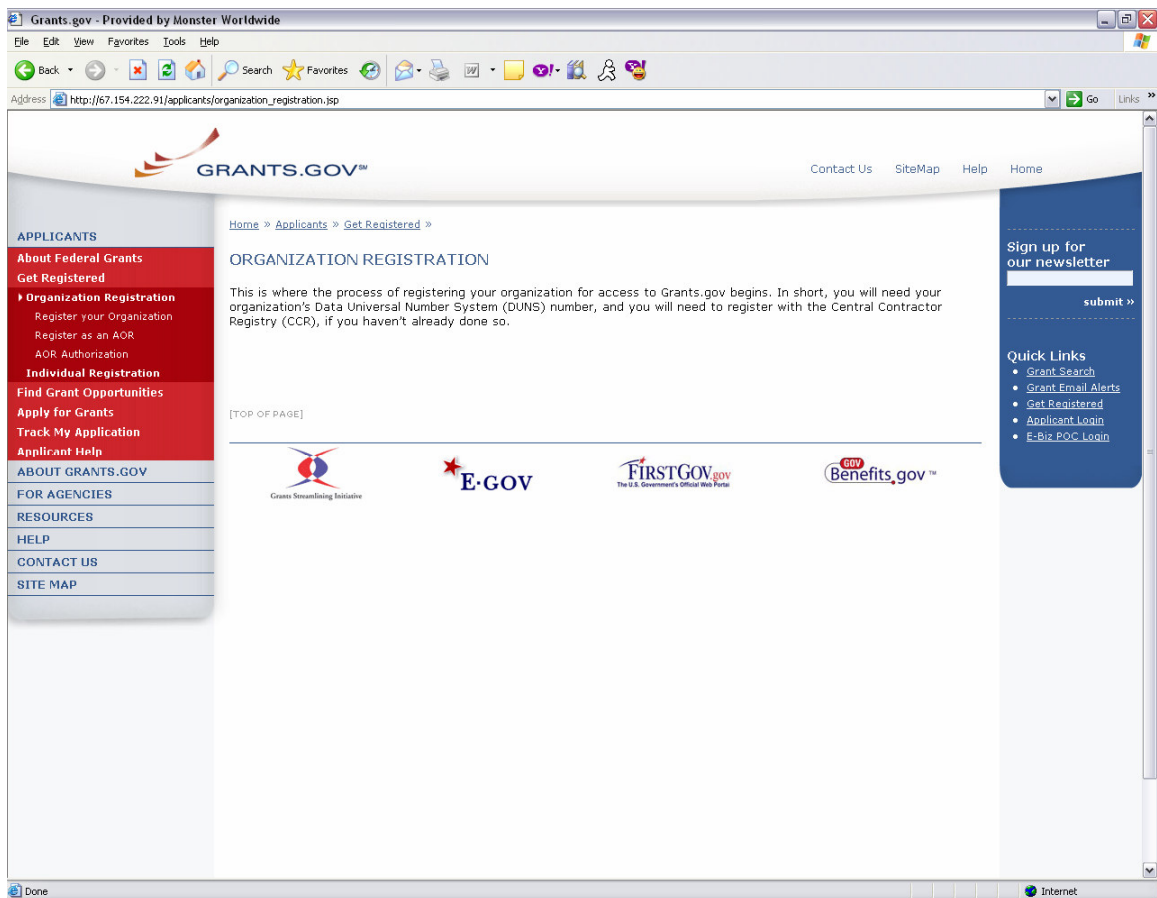
Tips for registering with the Credential Provider

1. **Your CCR registration must be complete and active before you can register with the Credential Provider.**
2. Once you have completed the online CCR Registration, it will take approximately 6 business days before your CCR Registration becomes active.
3. Once you are registered with the Credential Provider, you will create a username and password. You will use this username and password for your registration at Grants.gov. This username and password is used to submit your application package to the appropriate government agency safely and securely through Grants.gov.

### Instructions for Registering with the Credential Provider

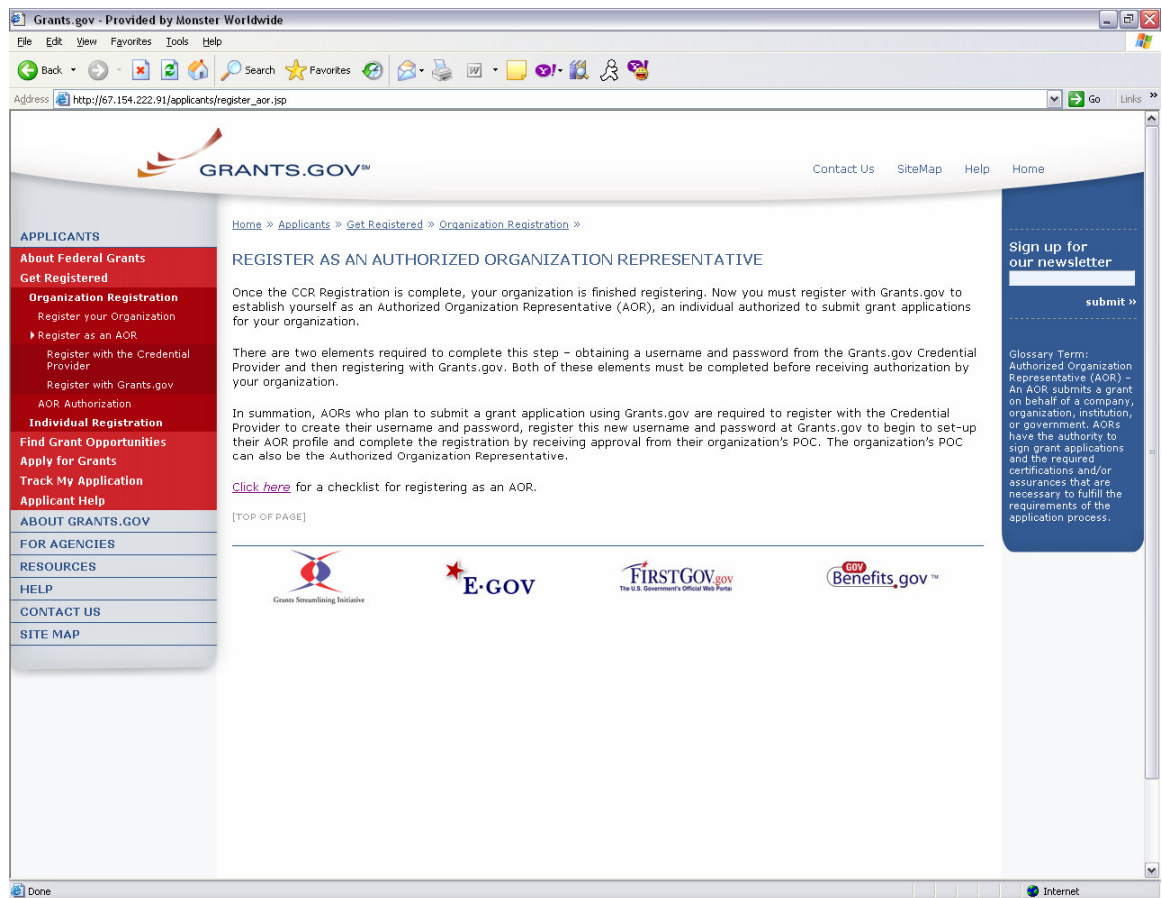
Your organization's CCR registration must be complete and active before you can register with the Credential Provider. Follow the steps below to register with the Credential Provider.

1. Click **Get Registered** in the left navigation of any **Grants.gov page**. This will take you to the **Get Registered** screen.
2. Under the **Get Registered** heading, click **Organization Registration** in the left navigation.



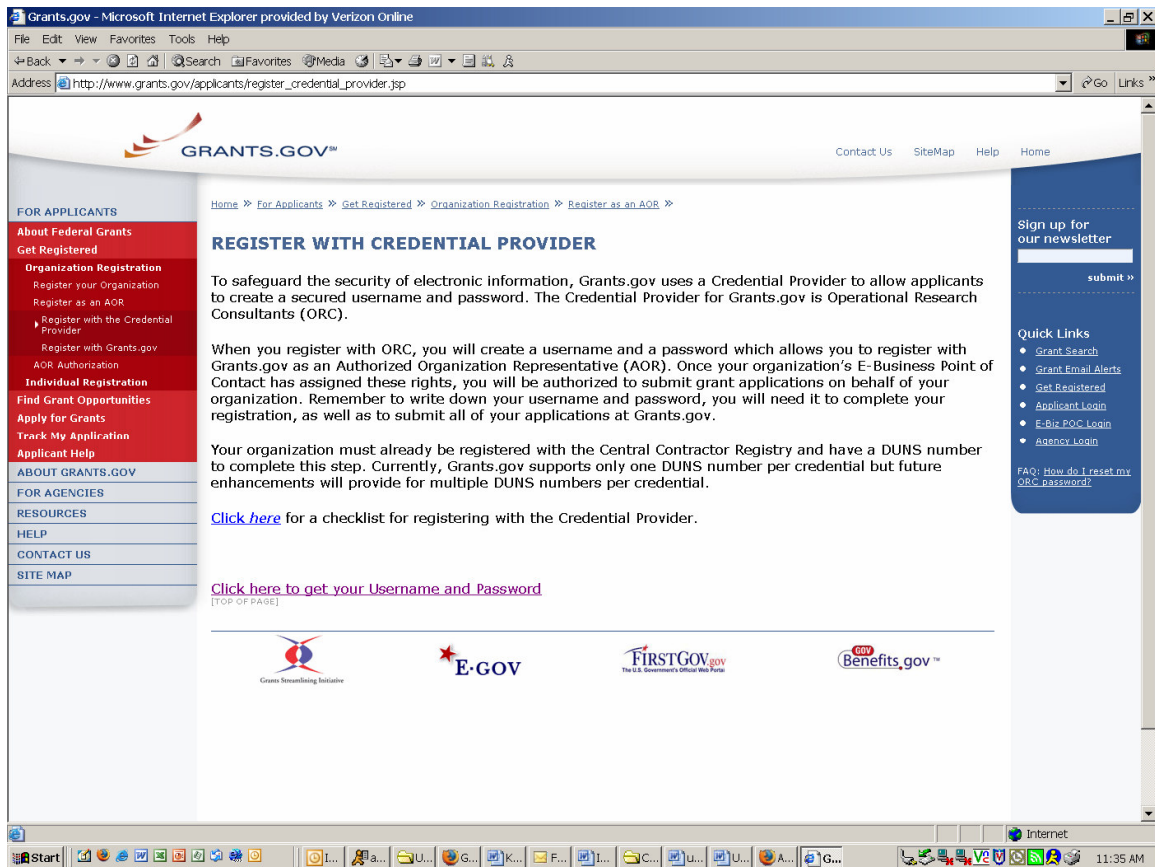
3. Under Organization Registration, click **Register as an AOR**. This will take you to the Register as an AOR screen.





4. Once you are on the Register as an AOR screen, select **Register with the Credential Provider**.
5. The Register with the Credential Provider screen will allow you to select a link that will direct you to the Grants.gov Credential Provider, Operation Research Consultants, Inc. Click this link to continue to the Credential Provider and begin registration.





6. You will be prompted to enter your organization's DUNS Number. Your organization's CCR registration must be complete and active before you can register with the Credential Provider.



8. This will take you to the **User Information** screen. Enter all of the required information in the appropriate fields. Required fields are noted by an asterisk \*. Click the **Submit** button.

### User Information screen

9. This will take you to the **User Password** screen. Complete all of the necessary fields and click the **Submit** button.

### User Password screen

10. This will take you a **Confirmation** screen. Record the User ID and password that you entered because you will need this information to **Register with Grants.gov**.

## Confirmation screen



Once you have registered with ORC, Grants.gov's Credential Provider and received your username and password, you will need to register with Grants.gov. After you have registered with Grants.gov, the E-Business Point of Contact listed on your organization's CCR registration will receive a notification stating that you have registered. The E-Business Point of Contact will then need to log into the E-Biz section of Grants.gov and assign the "Authorized Applicant" role to you. You will be able to log-in to see if you have received your authorized status by logging-in as an Applicant. You can find a quick link on the right side of any screen throughout the website.

**YOU WILL NOT BE ABLE TO SUBMIT APPLICATIONS UNTIL THE E-BUSINESS POINT OF CONTACT HAS COMPLETED THE AUTHORIZATION OF YOUR GRANTS.GOV PROFILE.**

### **I forgot my password**

In the event that you forget your password, you can obtain a new password from the Credential Provider:

If you have forgotten your password, complete the following steps:

If you have forgotten your password, you will need to get it reset at the E-Authentication Credential Provider's website. Go to <https://e-auth.orc.com/reg/forgotReset.html> and enter your Username. You will then be prompted to change your password. This information will automatically be updated at the Grants.gov website.

### **I forgot my username**

Please contact ORC, Grants.gov's Credential Provider at 800-386-6820 or via email at [eauthhelp@orc.com](mailto:eauthhelp@orc.com). You may be required to re-register. If you are

required to re-register with the Credential Provider, you will need to re-register your new username and password with Grants.gov.

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### **3.2 Organization Registration: Register as an AOR: Register with Grants.gov**

Once your registration with ORC, Grants.gov's Credential Provider, is complete, you must Register with Grants.gov.

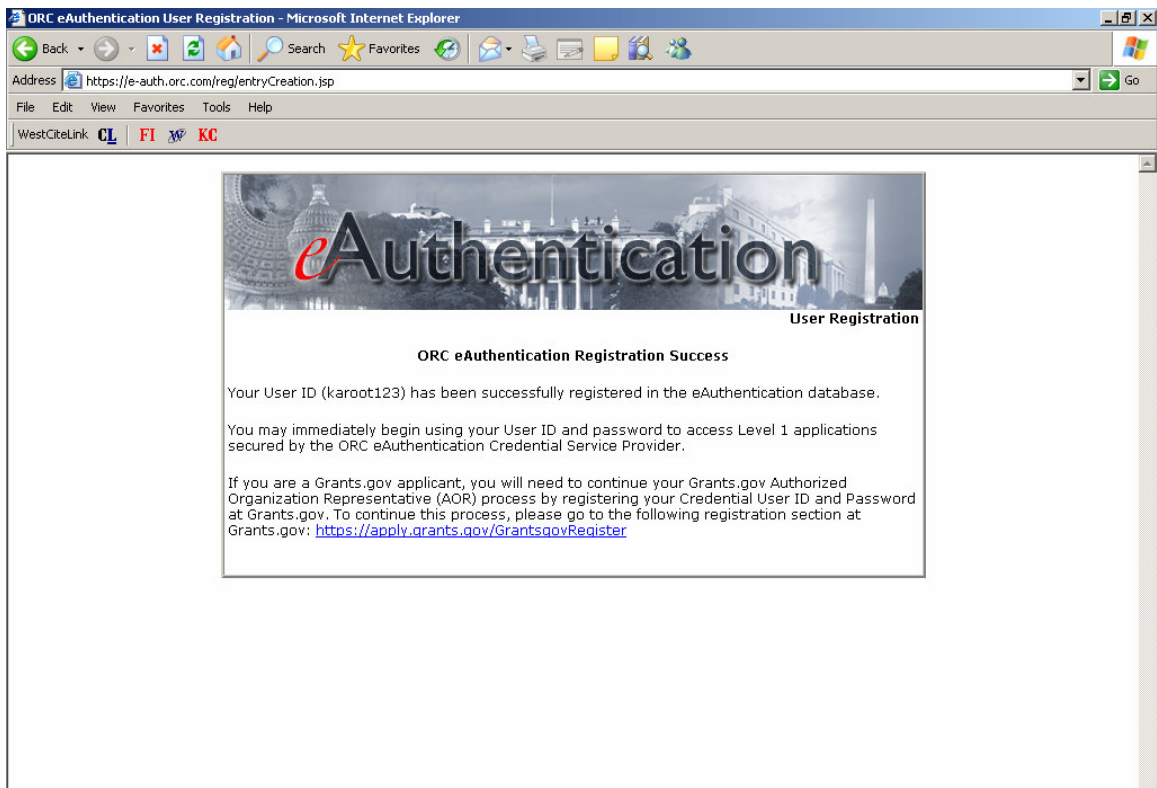
Tips for registering with Grants.gov

1. Once you have registered with ORC, Grants.gov's Credential Provider, and received your username and password, you will need to register with Grants.gov. You should wait approximately 20 minutes after completing the Credential Provider registration before registering with Grants.gov.
2. After you have registered with Grants.gov, the E-Business Point of Contact listed on your organization's CCR registration will receive a notification stating that you have registered.
3. The E-Business Point of Contact will then need to log into the E-Biz section of Grants.gov and assign the "Authorized Applicant" role to you. Once the E-Business Point of Contact completes this process, you will receive an email confirming that you can submit grants on behalf of your organization. You will then be able to submit grants through Grants.gov.

There are two paths to complete your registration. Both are outlined below.

From the E-Authentication website, directly after creating your Username and Password:

1. After receiving your confirmation screen, you will find a link referenced to Grants.gov. Select that link to be directed to the Grants.gov website and set-up your new Grants.gov profile.



2. Next, enter the Username and Password you just created at the E-Authentication website and select "Register".

Grants.gov - Register with Grants.gov - Microsoft Internet Explorer

Address: <https://atapply.grants.gov/GrantsgovRegister>

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**REGISTER WITH GRANTS.GOV**

Once you have [registered with the Credential Provider](#), you will need to register with Grants.gov as an [Authorized Organization Representative \(AOR\)](#). As an AOR, you will be authorized to submit grant applications through Grants.gov on behalf of your organization.

Enter the username and password from registering with the Credential Provider. You will then be asked to provide identifying information and your organization's DUNS number. After you have completed the registration process, Grants.gov will notify the [E-Business Point of Contact](#) for assignment of user privileges.

Please enter your Username and Password to Register with Grants.gov.

Username

Password

Register

**Tips for registering with Grants.gov:**

Guidance on this process is provided on the [Register with Grants.gov](#) section of the site.

3. At the next screen, enter in the information to set-up your User Profile. If you are registering on behalf of an organization, make sure that the AOR button is selected.
4. At the next screen, enter in the information to set-up your User Profile. If you are registering on behalf of an organization, make sure that the AOR button is selected.
5. Enter your first name in the **First** field.
6. Enter your last name in the **Last** field.
7. Enter your business telephone number in the **Tel** field.
8. Enter your business email address in the **Email** field.
9. Enter your title in the **Title** field.
10. Enter your DUNS number that was entered in the CCR registration in the DUNS or DUNS + 4 field.
11. Click the **Cancel** button to return to the previous screen.
- OR
12. Click the **Submit** button to register with Grants.gov.

After you have registered with Grants.gov, the E-Business Point of Contact listed on your organization's CCR registration will receive a notification stating that you have registered. The E-Business Point of Contact will then need to log into the E-Biz section of Grants.gov and assign the "Authorized Applicant" role to you.



## User Profile

[Authorized Organization Representatives \(AORs\)](#) and [Individuals](#) have the ability to submit grant applications through Grants.gov.

After you have successfully completed the registration process below, you will see a "Successful Registration" confirmation screen. For [Organizations](#), the E-Business Point of Contact listed on your organization's CCR registration (as indicated on the CCR website: <http://www.ccr.gov>) will receive a notification stating that you have registered to become an AOR. Once the E-Business Point of Contact assigns the "Authorized Applicant" role to you, you will receive an email stating that you have been designated as an AOR and will be able to submit applications through Grants.gov.

To register as an AOR, complete all fields below and press the "Submit" button. If you are submitting applications on behalf of a company, state, local or tribal government, academia, or other type of organization, select the "[AOR](#)" option; OR if you are an individual submitting applications on your behalf, select the "[Individual](#)" option below.

**Applicant Info:**

**Step 1:** Select either the [AOR](#) or [Individual](#) option.

**Step 2:** Complete all other fields.

☒ **AOR**

First:

Last:

☐ **Individual**

First:

Last:

13. After you have completed the profile, you will get an AOR Initiated confirmation screen. You will still need to have your E-Business POC log-in and authorize your profile.

### AOR Registration Initiated

You have initiated your registration at Grants.gov and completed the step of establishing your profile at Grants.gov. Now, your organization's E-Business Point of Contact MUST AUTHORIZE your profile. You will NOT be able to submit ANY applications through Grants.gov until this authorization has occurred.

Your organization's E-Business Point of Contact will receive an email notification stating that you have initiated your registration to submit grant applications through Grants.gov. At any time, the E-Business Point of Contact can log into Grants.gov with your organization's DUNS Number and M-PIN to complete the authorization.

Once the E-Business Point of Contact assigns the "Authorized Applicant" role to you, you will receive an email stating that you have been designated as an AOR (Authorized Organization Representative) and you will now be able to submit applications through Grants.gov.

ONLY AFTER YOU RECEIVE THIS AUTHORIZATION WILL YOU BE ABLE TO SUBMIT YOUR APPLICATION AT GRANTS.GOV.

To identify your organization's E-Business Point of Contact, visit the CCR search page at <http://www.bpn.gov/ccr/ng/scripts/search.asp> and use your organization's DUNS number to look up this information.

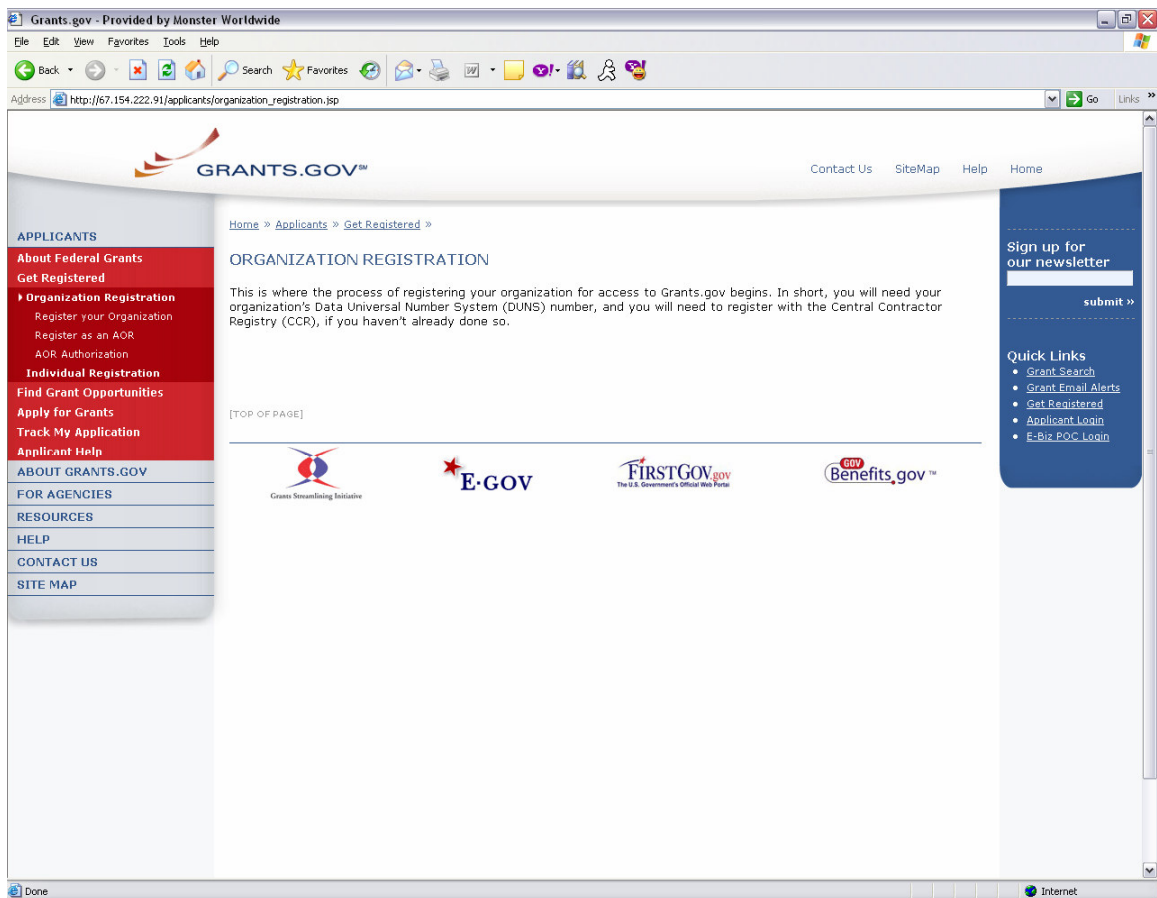
Note: The username and password that you just entered as part of your initial registration will only be used to log-in at Grants.gov as an applicant and when you submit your application. To track your authorization process, go to <https://apply.grants.gov/ApplicantLoginGetID>

Select "Manage Applicant" to view your applicant status. If you see "Approved" next to the "AOR Status" field, then you have been authorized by your E-Business Point of Contact. Please remember that you will NOT be able to submit your application until the E-Business Point of Contact has completed the authorization process.

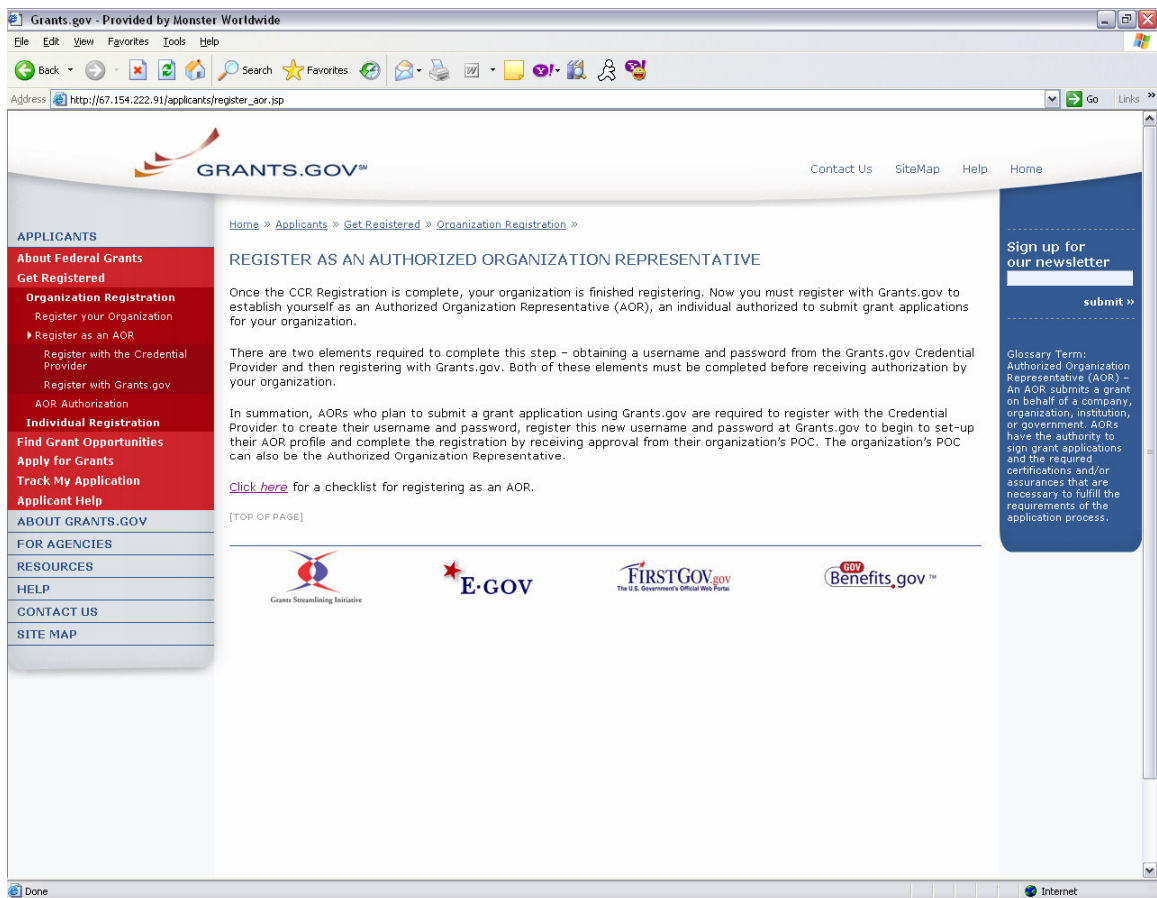
[Home](#)

From the Grants.gov Website, you must still have completed your [Credential Provider](#) registration and received your user name and password before you can register with Grants.gov. Follow the steps below to register with Grants.gov.

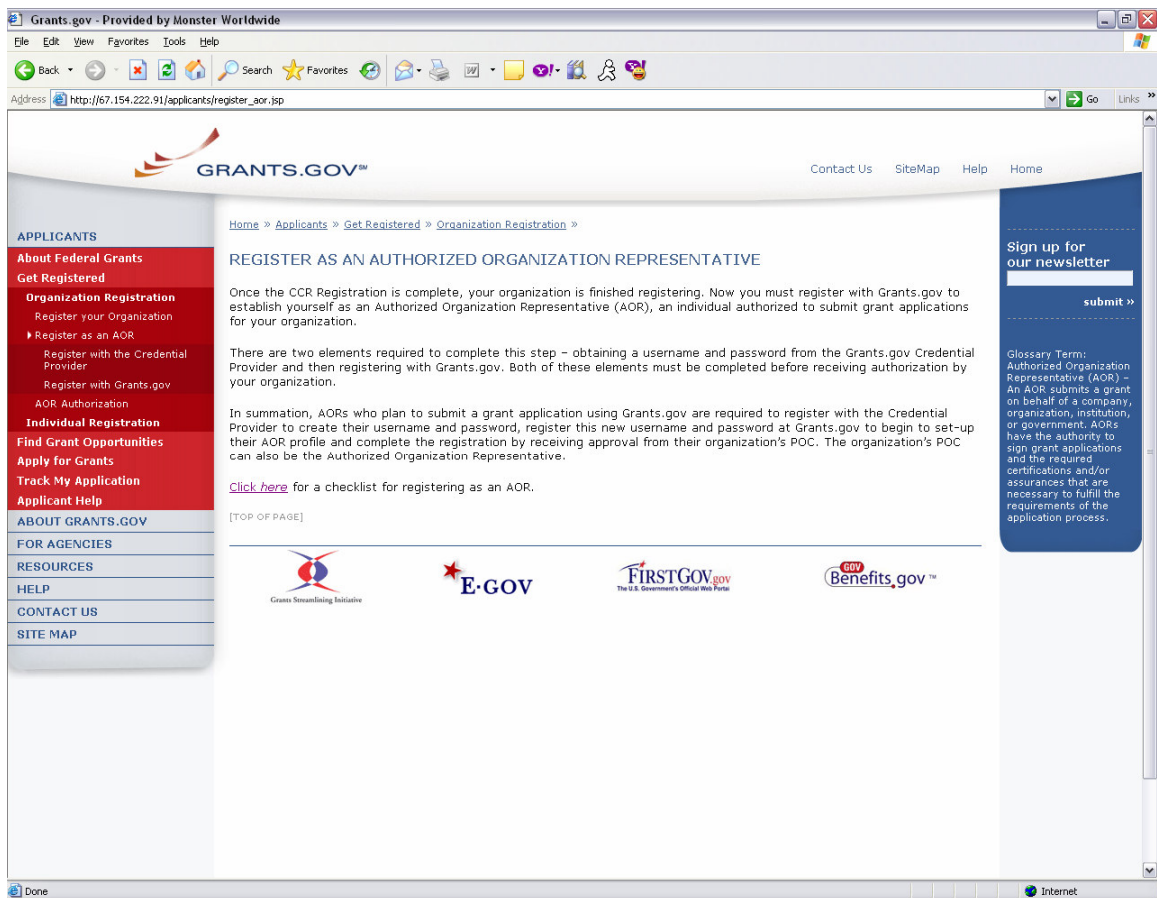
1. Click **Get Registered** on the left side of any Grants.gov screen. This will take you to the **Get Registered** screen.
2. Under the **Get Registered** heading, click the **Organization Registration** link on the left navigation.



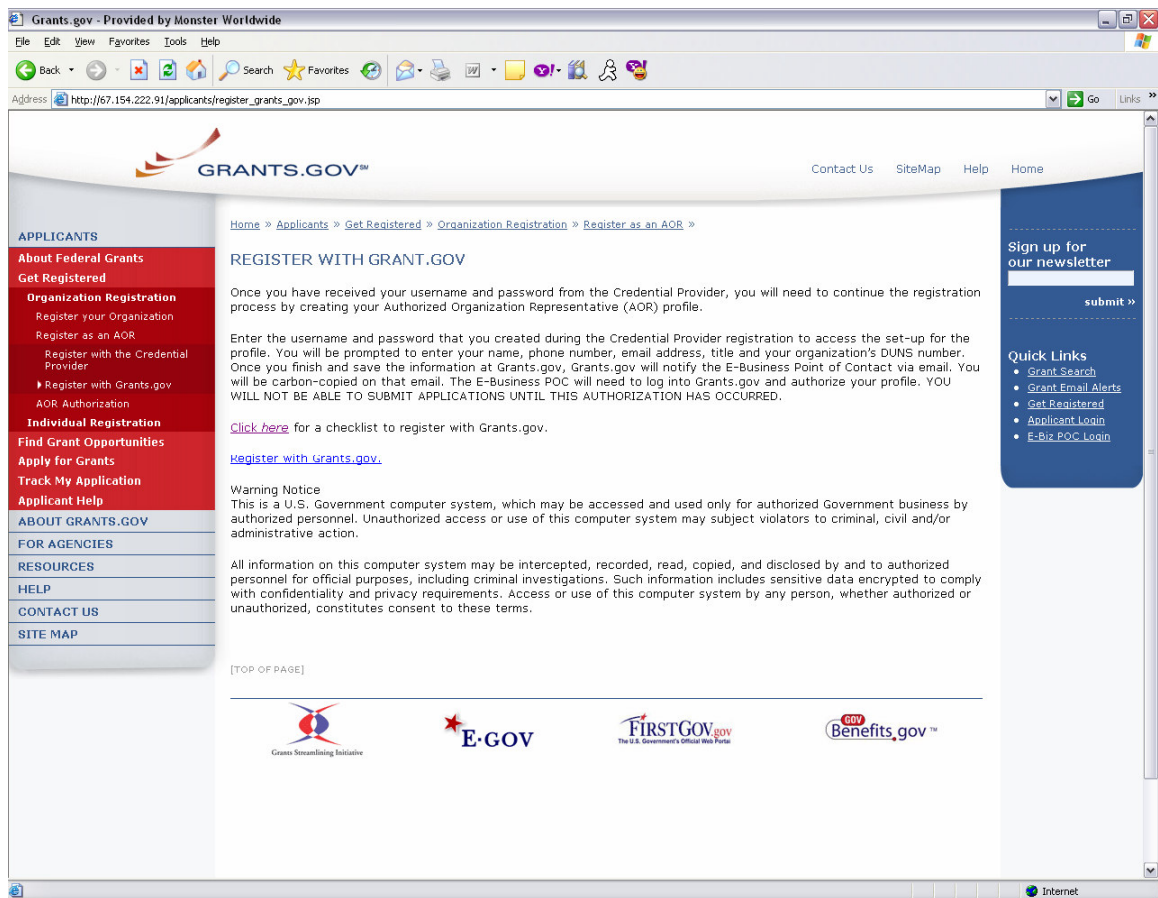
3. Next, select **Register as an AOR** from the Organization Registration submenu.



4. This takes you to the **Register** screen which displays information about how to register as an AOR. Click **Register with Grants.gov** from the Register as an AOR submenu.



5. This will take you to the Register with Grants.gov screen. Click on the **Register with Grants.gov link** at the bottom of the screen.



6. Enter the user name and password that you received from the Credential Provider in the **User name** and **Password** fields. **Remember** – the password you received from the Credential Provider may contain both upper and lowercase letters. Be sure to enter the exact password you received.

Grants.gov - Register with Grants.gov - Microsoft Internet Explorer

Address: <https://atapply.grants.gov/GrantsgovRegister>

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### REGISTER WITH GRANTS.GOV

Once you have [registered with the Credential Provider](#), you will need to register with Grants.gov as an [Authorized Organization Representative \(AOR\)](#). As an AOR, you will be authorized to submit grant applications through Grants.gov on behalf of your organization.

Enter the username and password from registering with the Credential Provider. You will then be asked to provide identifying information and your organization's DUNS number. After you have completed the registration process, Grants.gov will notify the [E-Business Point of Contact](#) for assignment of user privileges.

**Please enter your Username and Password to Register with Grants.gov.**

Username

Password

**Tips for registering with Grants.gov:**

Guidance on this process is provided on the [Register with Grants.gov](#) section of the site.

7. At the next screen, enter in the information to set-up your User Profile. If you are registering on behalf of an organization, make sure that the AOR button is selected.
8. Enter your first name in the **First** field.
9. Enter your last name in the **Last** field.
10. Enter your business telephone number in the **Tel** field.
11. Enter your business email address in the **Email** field.
12. Enter your title in the **Title** field.
13. Enter your DUNS number that was entered in the CCR registration in the DUNS or DUNS + 4 field.
14. Click the **Cancel** button to return to the previous screen.
- OR
15. Click the **Submit** button to register with Grants.gov.

After you have registered with Grants.gov, the E-Business Point of Contact listed on your organization's CCR registration will receive a notification stating that you have registered. The E-Business Point of Contact will then need to log into the E-Biz section of Grants.gov and assign the "Authorized Applicant" role to you.

## User Profile

[Authorized Organization Representatives \(AORs\)](#) and [Individuals](#) have the ability to submit grant applications through Grants.gov.

After you have successfully completed the registration process below, you will see a "Successful Registration" confirmation screen. For [Organizations](#), the E-Business Point of Contact listed on your organization's CCR registration (as indicated on the CCR website: <http://www.ccr.gov>) will receive a notification stating that you have registered to become an AOR. Once the E-Business Point of Contact assigns the "Authorized Applicant" role to you, you will receive an email stating that you have been designated as an AOR and will be able to submit applications through Grants.gov.

To register as an AOR, complete all fields below and press the "Submit" button. If you are submitting applications on behalf of a company, state, local or tribal government, academia, or other type of organization, select the "[AOR](#)" option; OR if you are an individual submitting applications on your behalf, select the "[Individual](#)" option below.

**Applicant Info:**

**Step 1:** Select either the [AOR](#) or [Individual](#) option.

**Step 2:** Complete all other fields.

☒ **AOR**

First:

Last:

☐ **Individual**

First:

Last:

16. After you have completed the profile, you will get an AOR Initiated confirmation screen. You will still need to have your E-Business POC log-in and authorize your profile.

### AOR Registration Initiated

You have initiated your registration at Grants.gov and completed the step of establishing your profile at Grants.gov. Now, your organization's E-Business Point of Contact MUST AUTHORIZE your profile. You will NOT be able to submit ANY applications through Grants.gov until this authorization has occurred.

Your organization's E-Business Point of Contact will receive an email notification stating that you have initiated your registration to submit grant applications through Grants.gov. At any time, the E-Business Point of Contact can log into Grants.gov with your organization's DUNS Number and M-PIN to complete the authorization.

Once the E-Business Point of Contact assigns the "Authorized Applicant" role to you, you will receive an email stating that you have been designated as an AOR (Authorized Organization Representative) and you will now be able to submit applications through Grants.gov.

ONLY AFTER YOU RECEIVE THIS AUTHORIZATION WILL YOU BE ABLE TO SUBMIT YOUR APPLICATION AT GRANTS.GOV.

To identify your organization's E-Business Point of Contact, visit the CCR search page at <http://www.bpn.gov/ccr/ng/scripts/search.asp> and use your organization's DUNS number to look up this information.

Note: The username and password that you just entered as part of your initial registration will only be used to log-in at Grants.gov as an applicant and when you submit your application. To track your authorization process, go to <https://apply.grants.gov/ApplicantLoginGetID>

Select "Manage Applicant" to view your applicant status. If you see "Approved" next to the "AOR Status" field, then you have been authorized by your E-Business Point of Contact. Please remember that you will NOT be able to submit your application until the E-Business Point of Contact has completed the authorization process.

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**Note:** The E-Business Point of Contact will not be able to log into the E-Biz section of Grants.gov for the first time until one AOR has completed the Credential Provider and Grants.gov registration.

Once the E-Business Point of Contact assigns the "Authorized Applicant" role to you, you will receive an email stating that you have been designated as an AOR and will be able to submit grants through Grants.gov.

### **If you forget your password**

In the event that you forget your password, you can obtain a new password from the Credential Provider:

If you have forgotten your password, you will need to get it reset at the E-Authentication Credential Provider's website. Go to <https://e-auth.orc.com/reg/forgotReset.html> and enter your Username. You will then be prompted to change your password. This information will automatically be updated at the Grants.gov website.

### **If you forget your username**

Please contact ORC, Grants.gov's Credential Provider at 800-386-6820 or via email at [eauthhelp@orc.com](mailto:eauthhelp@orc.com). You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your new username and password with Grants.gov.

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## Organization Registration: AOR Authorization

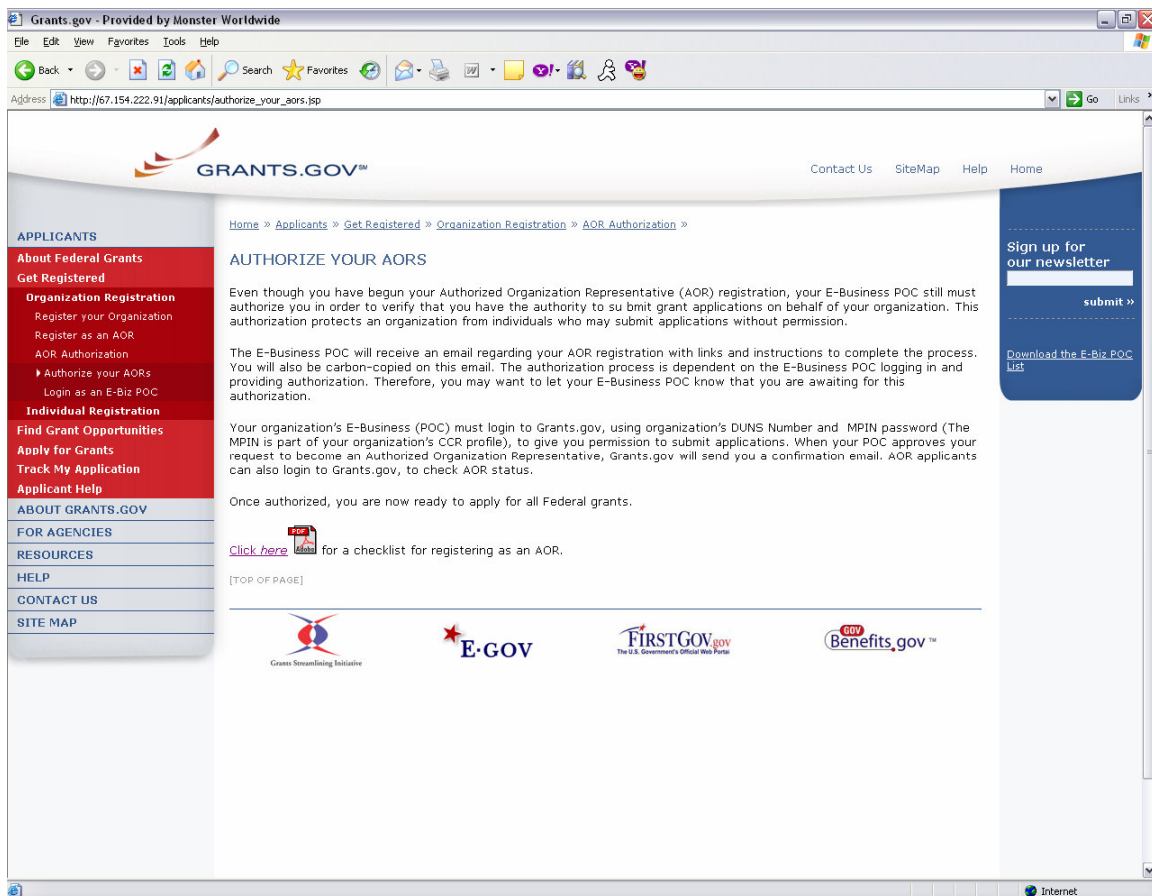
### Authorize your AORs

Prior to submitting grant application packages, representatives of your organization need to register to submit on behalf of your organization. Your organization's E-Business Point of Contact (POC), identified during CCR Registration, must authorize someone to become an Authorized Organization Representative (AOR). This safeguards your organization from individuals who may attempt to submit grant application packages without permission. Note: In some organizations, a person may serve as both an E-Business POC and an AOR.

After an AOR registers Grants.gov, the E-Business POC will have to approve the request. They will approve the request after the AOR has completed the following two steps:

- AORs Register with the [Credential Provider](#)
- AORs Register with Grants.gov.

After the AOR has submitted their request, the E-Business POC will complete the 3rd step in this process as depicted on the page.



Grants.gov has developed a registration checklist to help you register and authorize your organization's AOR (Authorized Organization Representative).

### Instructions for reviewing the Checklist for Registering AORs

Follow the steps below to review the Checklist for Registering AORs.

5. To Access the Checklist for Registering AORS, select **Organization Registration** from the left navigation of any Grants.gov page.
6. Once on the Organization Registration page, select **Authorize AOR** from the sub-menu.
7. Once on the Authorize AORs page, you may click **Authorize Your AORs** from the left navigation. At the bottom of this page, select the Checklist link to download a handy document that details the steps your organization needs to follow to authorize your AORs.
8. The Registration Checklist is a PDF document, which you may review on-screen or print and retain for future reference.

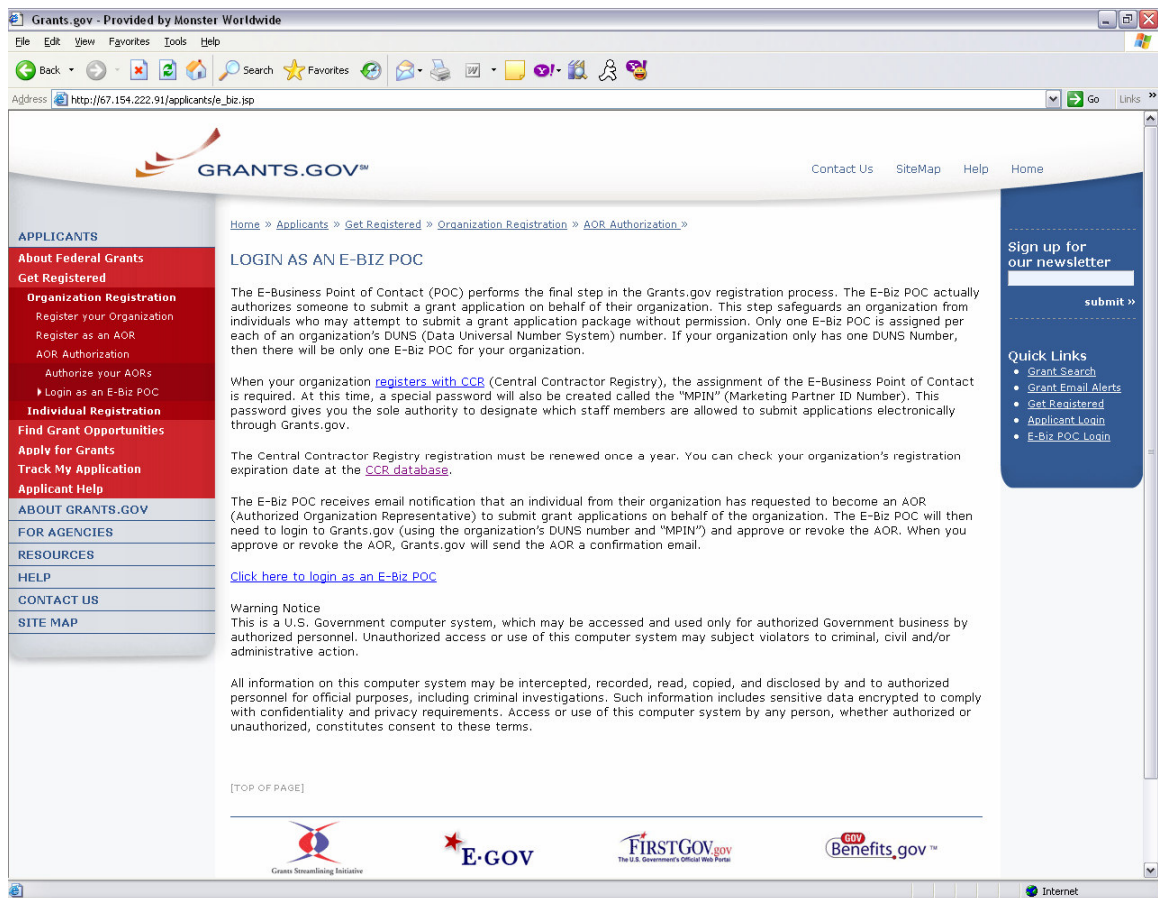


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## Organization Registration: AOR Authorization: Login as an E-Biz POC

The E-Business Point of Contact (POC) performs the final step in the Grants.gov registration process. The E-Biz POC actually authorizes someone to submit a grant application on behalf of their organization. This step safeguards an organization from individuals who may attempt to submit a grant application package without permission. Only one E-Biz POC is assigned per each of an organization's DUNS (Data Universal Number System) number. If your organization only has one DUNS Number, then there will be only one E-Biz POC for your organization.

1. To log-in as an E-Business Point of Contact, select **Organization Registration** from the left navigation.
2. From the submenu, click on **AOR Authorization**.
3. Once you have landed on the AOR Authorization page, choose Login as an E-Biz POC.




4. Select the Login as an E-Biz POC link at the bottom of the screen. Enter your organization's DUNS Number and M-PIN.

Grants.gov - E-Business Point of Contact Login - Microsoft Internet Explorer

Address <https://atapply.grants.gov/AorMgrGetID>

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### FOR E-BUSINESS POINT OF CONTACT

This section of the site is designed to provide the designated E-Business Point of Contact (POC) from an applicant organization the capability of designating, or revoking, the privileges of the Authorized Organization Representative (AOR). The AOR is the organization's authorized submitter of a Federal grant application.

You will need to enter your DUNS or DUNS + 4 number and your designated MPIN from the Central Contractor Registry (CCR).

If you do not have an MPIN, please visit [www.CCR.gov](http://www.CCR.gov) for further information on obtaining an MPIN for your organization.

Please enter your DUNS Number and MPIN to login to the Grants.gov system.

DUNS or DUNS + 4

MPIN

Login

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## Instructions for Assigning the Authorized Applicant Role

Follow the steps below to assign the Authorized Applicant Role.

1. Login to the E-Biz section of Grants.gov. This will take you to the **E-Biz Welcome** screen.

- ## Manage Applicants screen

GRANTS.GOV

3. Select the name of the person for whom you want to assign the Authorized Applicant role by clicking in the checkbox next to that person's name.
4. Click the **Reassign Roles button**. This will take you to the **Reassign User Roles** screen.

### Reassign Roles screen

Grants.gov - Grantors - Microsoft Internet Explorer

Address: <https://atapply.grants.gov/AorMgrLoginServlet>

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Welcome,  
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of DUNS\_0000000000000000

[Manage Applicants](#)

[Logout of Grants.gov](#)

[Home](#) > [For E-Business Point of Contact](#) > [Manage Applicants](#) > Reassign User Roles

### REASSIGN USER ROLES

User Name: 12345678901234567890 123456789012345678901234567890  
User ID: rbrown

**Remaining Roles:**

Authorized Applicant

**Current Roles:**

No remaining Roles

>>

<<

Continue

Cancel Reassign

5. Select the Authorized Applicant role in the Remaining Roles box by clicking it.
6. Click the double arrow pointing toward the Current Roles box.
7. To save your changes, click the Continue button. The AOR will now be able to submit an application. OR to cancel your changes, click the Cancel Reassign button.
8. Click the double arrow pointing toward the Current Roles box.
9. To save your changes, click the Continue button. The AOR will now be able to submit an application. OR to cancel your changes, click the Cancel Reassign button.
10. Once you have reassigned roles, the applicant is now authorized and can submit applications on Grants.gov.

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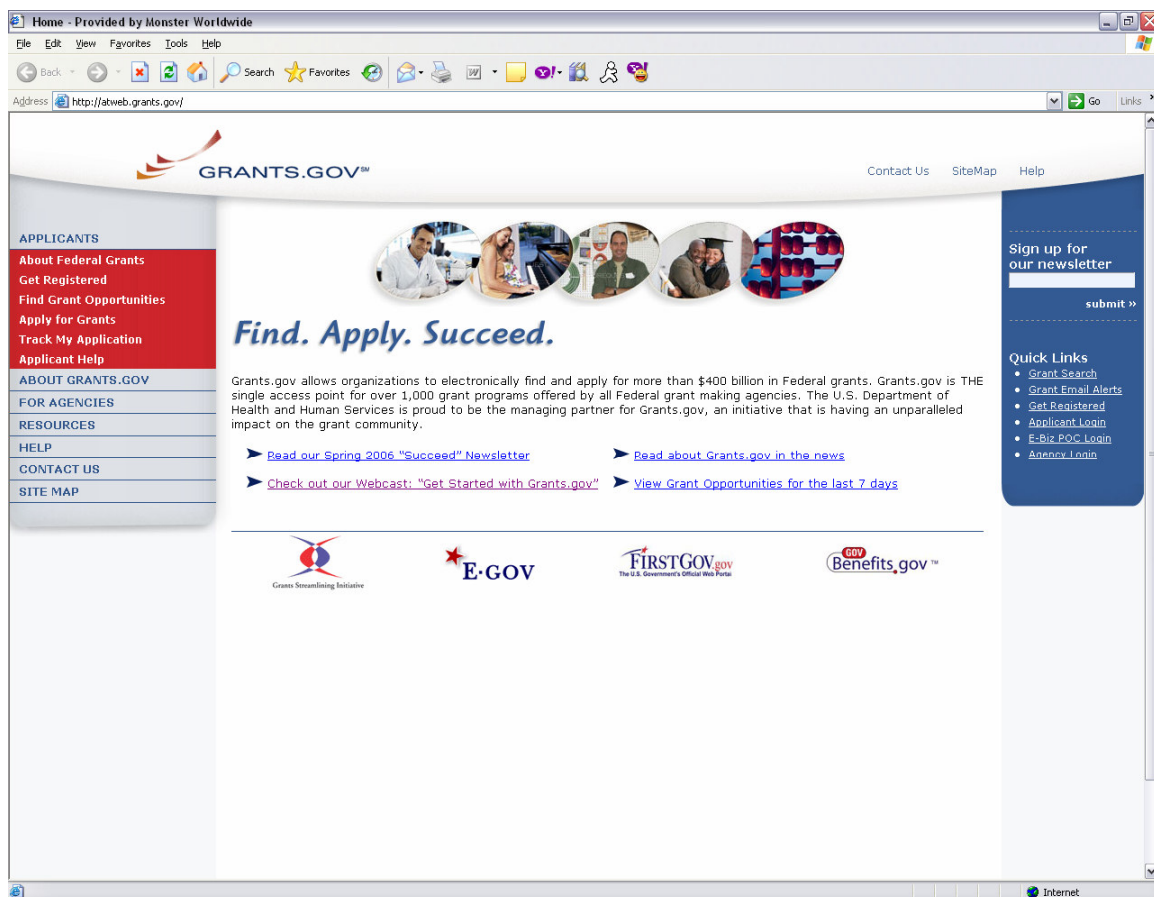
### 3.3 For Applicants: Get Registered: Individual Registration

Review this overview if you are submitting a grant **on your behalf**, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

If you are submitting an application on behalf of an organization, please move to the [Organization Registration](#) section of the user guide.

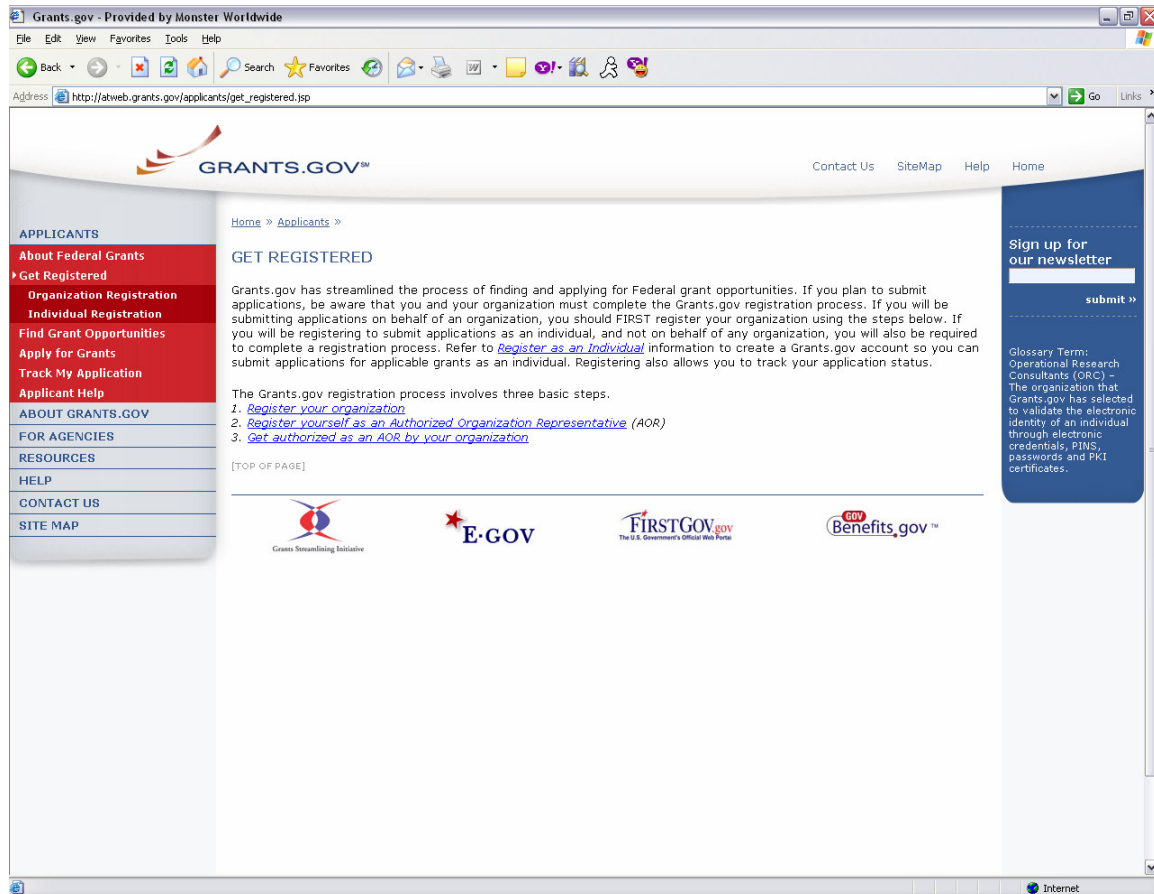
### Instructions for Getting Registered for Individuals

1. You may get started registering your organization by selecting **Get Registered** in the navigation bar on the left side of each screen within Grants.gov.



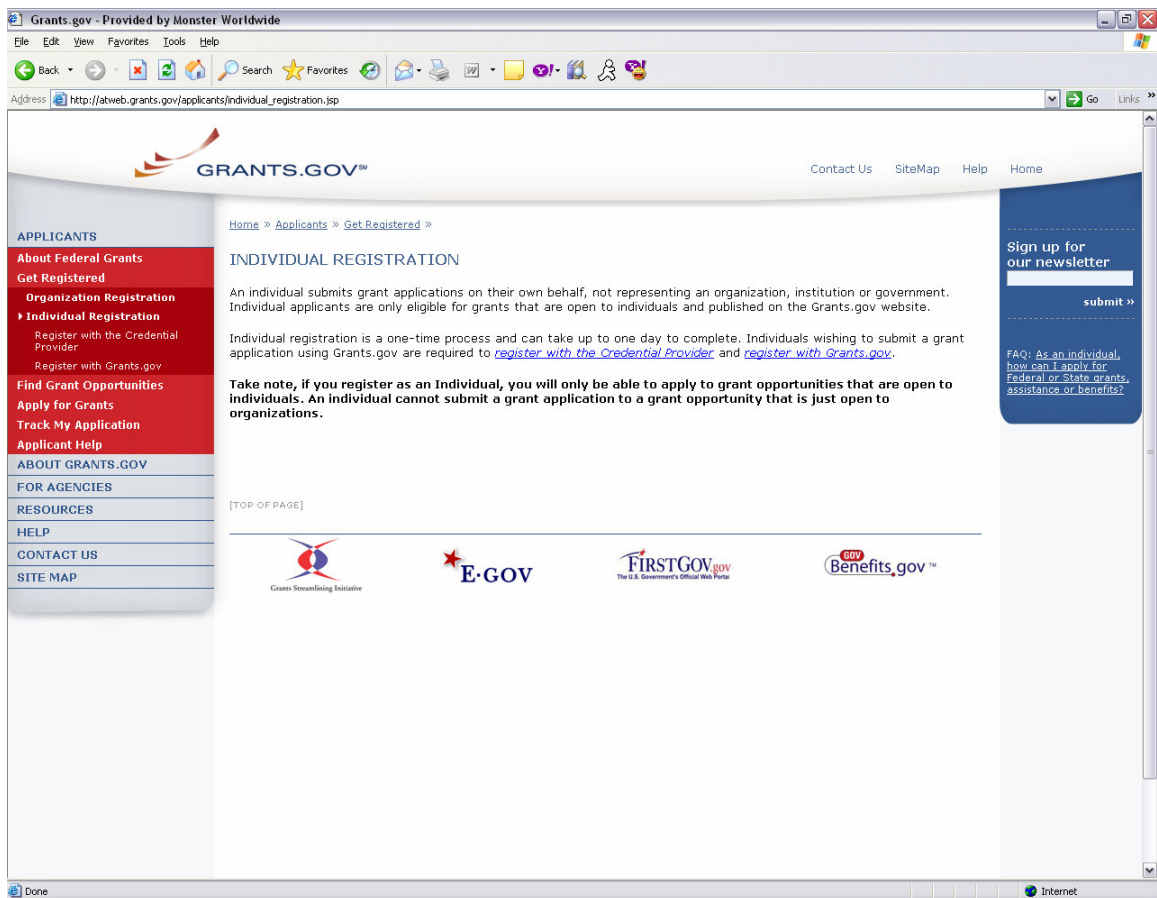


2. Once you land on the Get Registered screen, you will be presented with two options. If you are submitting an application on your own behalf – not on behalf of an organization – click on **Individual Registration** in the left navigation bar.



3. Registering as an individual requires two basic steps.

1. Register with the Credential Provider
2. Register with Grants.gov



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## **For Applicants: Get Registered: Individual Registration: Register with the Credential Provider**

In order to safeguard the security of your electronic information, Grants.gov utilizes E-Authentication - the Federal program that ensures secure transactions. E-Authentication defines the level of trust or trustworthiness of the parties involved in a transaction through the use of Credential Providers. It is the process of determining with certainty that someone really is who he/she claims to be. Grants.gov is using Operational Research Consultants (ORC) as its Credential Provider.

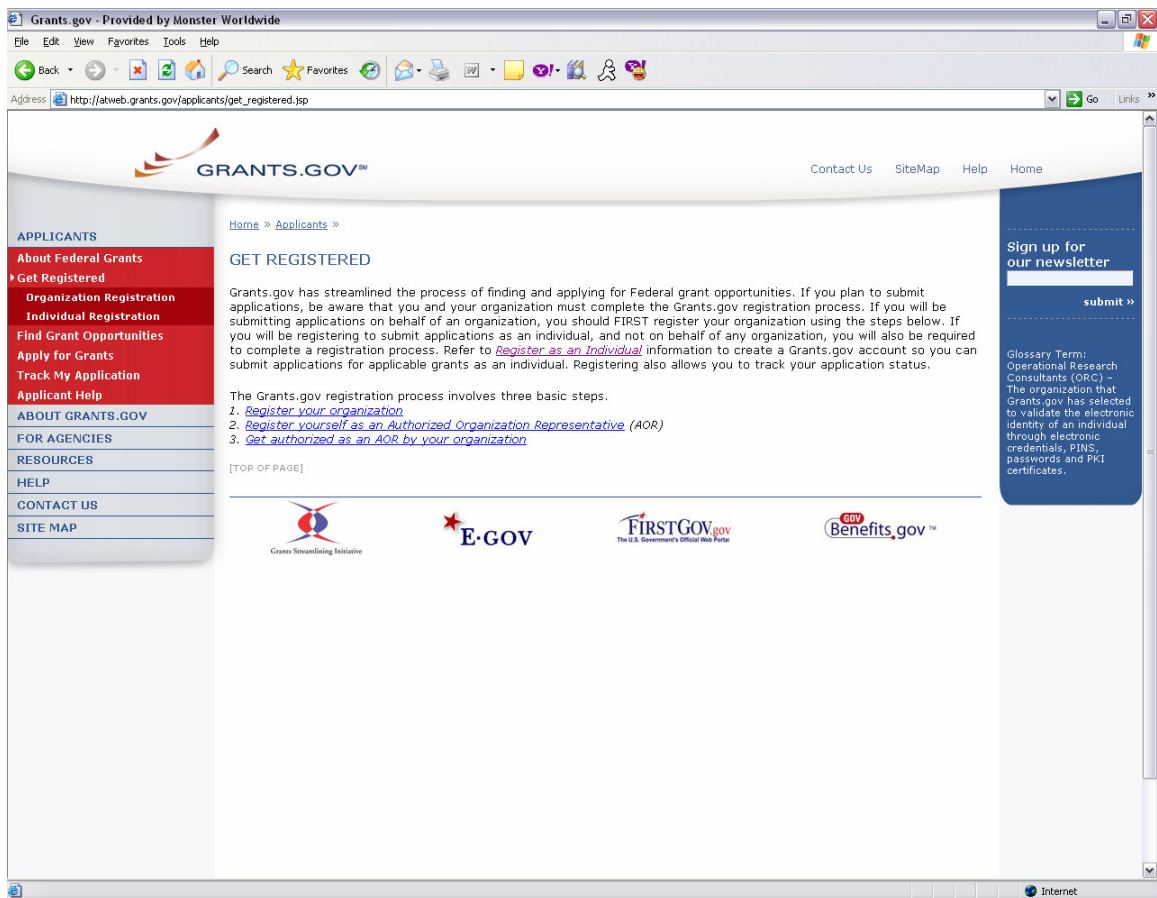
### **Tips for registering with the Credential Provider**

1. **Your CCR registration must be complete and active before you can register with the Credential Provider.**
2. Once you have completed the online registration, it will take approximately 6 business days before your CCR registration becomes active.
3. Once you are registered with ORC, you will receive an ID and password. This ID and password is used to submit your application package to the appropriate government agency safely and securely through Grants.gov.

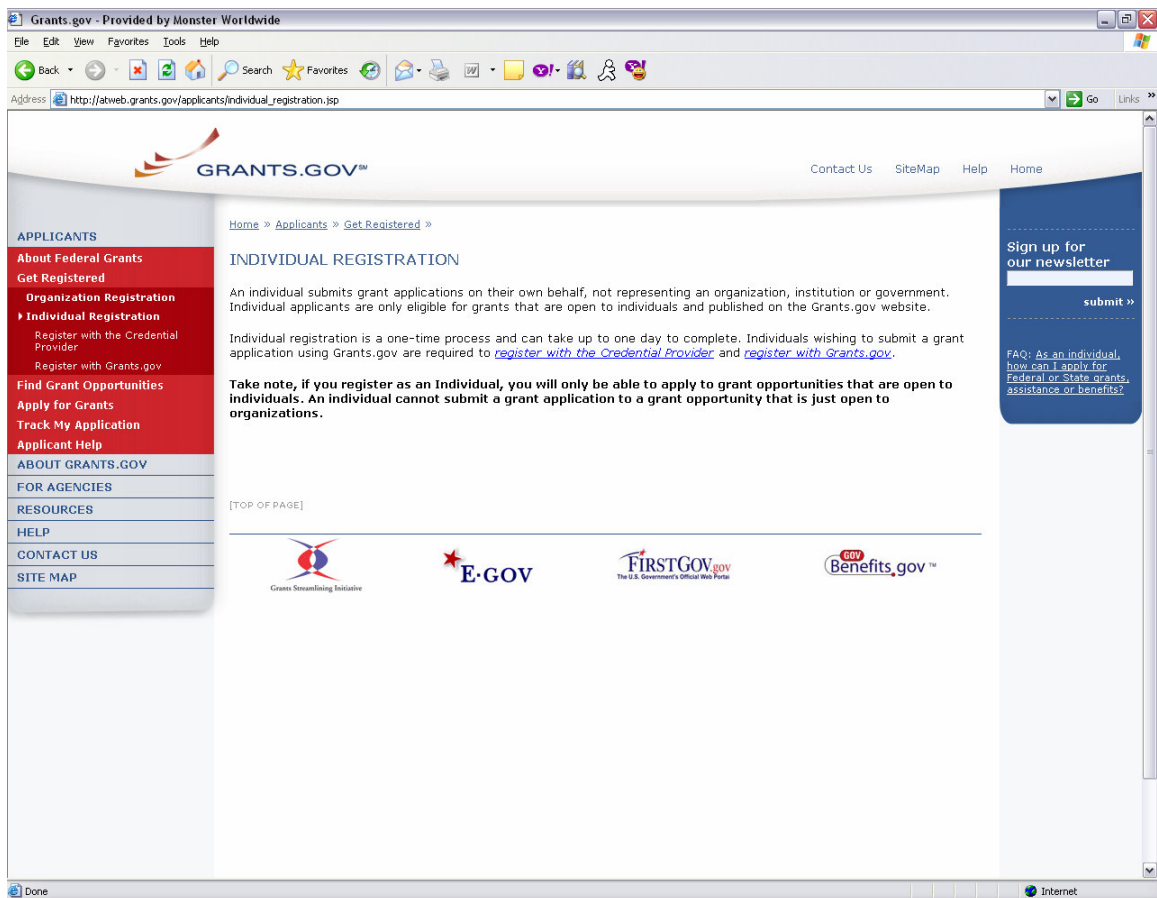
### **Instructions for Registering with the Credential Provider**

Your CCR registration must be complete and active before you can register with the Credential Provider. Follow the steps below to register with the Credential Provider.

1. Click on **Get Registered** tab on the left side of any screen on **Grants.gov**. This will take you to the **Get Registered** screen.
2. Under the **Get Registered** heading, click the **Individual Registration** link on the left navigation.



3. This takes you to the **Individual Registration** screen. Information about how to get started as an **Individual** is now displayed. Click the **Register with the Credential Provider** link in the submenu.



5. This will take you to the **Register with the Credential Provider** screen where you will need to enter the **Funding Opportunity Number** and then click **Register**.

## Register with the Credential Provider screen

Grants.gov - Register with Credential Provider - Microsoft Internet Explorer

Address: <https://atapply.grants.gov/IndCPRRegister>

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### REGISTER WITH THE CREDENTIAL PROVIDER

In order to safeguard the security of your electronic information, Grants.gov utilizes a [Credential Provider](#). It is the process of determining, with certainty, that someone really is who they claim to be.

The Credential Provider for Grants.gov is [Operational Research Consultants \(ORC\)](#). When registering as an [individual](#) with ORC, you will receive an ID and password to have your grant application forwarded to the appropriate government agency safely and securely.

**Note:** In order for you to apply as an individual, the grant application must be open to individuals and be published on the Grants.gov website.

If you would like to submit an application as an individual, please enter the **Funding Opportunity Number** for a grant application that you intend to apply for and click press the "Register" button below.

**Step 1:** Complete the **Funding Opportunity Number** field.

**Step 2:** Click the **Register** button.

**Funding Opportunity Number**

Register

10. After entering your organization's DUNS Number, you will be taken to the eAuthentication website where you will be able to create your Username and Password.
11. You may be prompted that you are entering a secure site. Click **OK** to continue.
12. The **eAuthentication** screen is now visible. Click the **User ID** button.

## eAuthentication screen



9. This will take you to the **User Information** screen. Enter all of the required information in the appropriate fields. Required fields are noted by an asterisk \*. Click the **Submit** button.

## User Information screen

10. This will take you to the **User Password** screen. Complete all of the necessary fields and click the **Submit** button.

## User Password screen

11. This will take you a **Confirmation** screen. Record the User ID and password that you entered because you will need this information to **Register with Grants.gov**.

## Confirmation screen

You will need to now go to the next step and set-up your profile at Grants.gov using this username and password.

## I forgot my password

In the event that you forget your password, you can obtain a new password from the Credential Provider:

If you have forgotten your password, complete the following steps:



If you have forgotten your password, you will need to get it reset at the E-Authentication Credential Provider's website. Go to <https://e-auth.orc.com/reg/forgotReset.html> and enter your Username. You will then be prompted to change your password. This information will automatically be updated at the Grants.gov website.

### **I forgot my username**

Please contact ORC, Grants.gov's Credential Provider at 800-386-6820 or via email at [eauthhelp@orc.com](mailto:eauthhelp@orc.com). You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your new username and password with Grants.gov.

### **Instructions for reviewing the Credential Provider Registration Checklist**

Follow the steps below to review the Credential Provider Registration Checklist

To view the Credential Provider Registration Checklist, select **Individual Registration** from the left navigation of any Grants.gov page.

Once on the Individual Registration page, select **Register with the Credential Provider** from the submenu.

Once on the Register with the Credential Provider page, you may click the **Registration Checklist** link at the bottom of the page to download a handy document that details the steps you need to follow to become registered with the Credential Provider.

The Registration Checklist is a PDF document, which you may review on-screen or print and retain for future reference.



The Credential Provider Registration Checklist screen will appear. The checklist helps guide you through the process of completing necessary steps to become registered with the Credential Provider.

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## For Applicants: Get Registered: Individual Registration: Register with Grants.gov

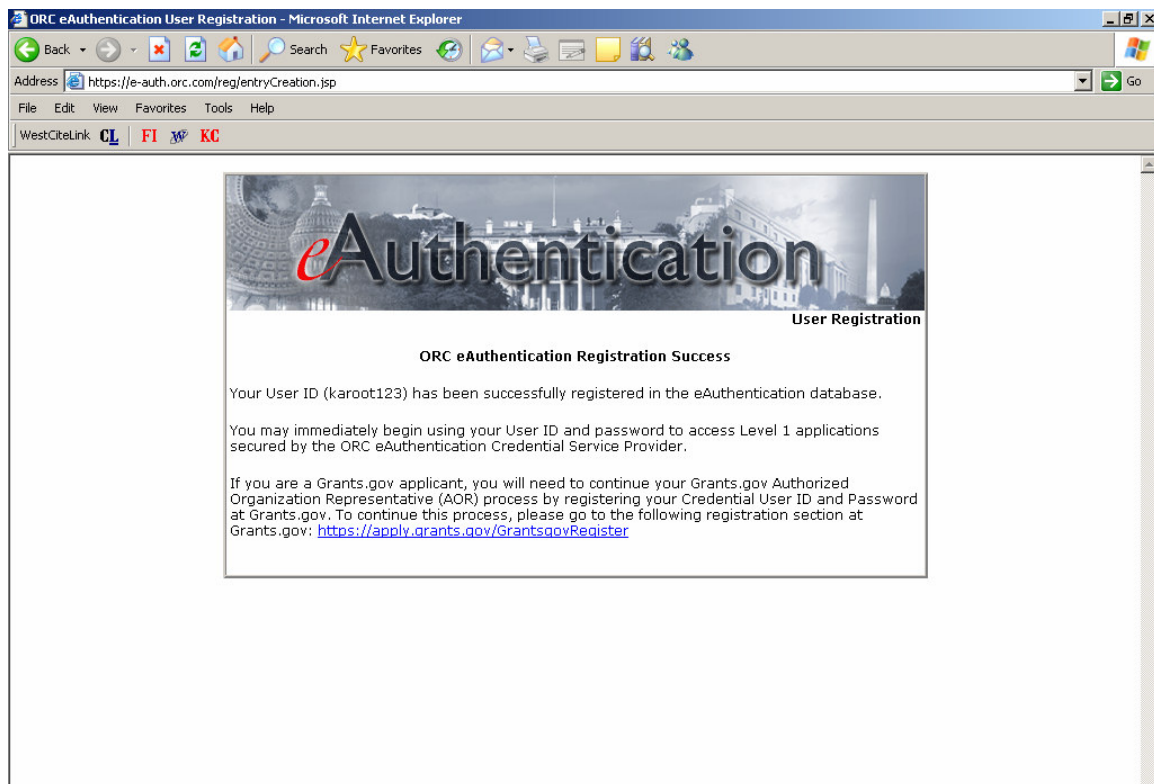
### Tips for registering with Grants.gov

1. Once you have registered with ORC, Grants.gov's Credential Provider, and received your username and password, you will need to register with Grants.gov. You should wait approximately 20 minutes after completing the Credential Provider registration before registering with Grants.gov.
2. After you have registered with Grants.gov, the E-Business Point of Contact listed on your organization's CCR registration will receive a notification stating that you have registered.

There are two ways to complete your registration process. First is from the confirmation screen at the Credential Provider's website.

From the E-Authentication website, directly after creating your Username and Password:

1. After receiving your confirmation screen, you will find a link referenced to Grants.gov. Select that link to be directed to the Grants.gov website and set-up your new Grants.gov profile.



14. Next, enter the Username and Password you just created at the E-Authentication website and select "Register".

Grants.gov - Register with Grants.gov - Microsoft Internet Explorer

Address: <https://akapply.grants.gov/GrantsgovRegister>

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**REGISTER WITH GRANTS.GOV**

Once you have [registered with the Credential Provider](#), you will need to register with Grants.gov as an [Authorized Organization Representative \(AOR\)](#). As an AOR, you will be authorized to submit grant applications through Grants.gov on behalf of your organization.

Enter the username and password from registering with the Credential Provider. You will then be asked to provide identifying information and your organization's DUNS number. After you have completed the registration process, Grants.gov will notify the [E-Business Point of Contact](#) for assignment of user privileges.

Please enter your Username and Password to Register with Grants.gov.

Username

Password

**Tips for registering with Grants.gov:**

Guidance on this process is provided on the [Register with Grants.gov](#) section of the site.

15. At the next screen, check the Individual box. This will default the DUNS Number field to 000000000INDV
16. Enter your first name in the **First** field.
17. Enter your last name in the **Last** field.
18. Enter your business telephone number in the **Tel** field.
19. Enter your business email address in the **Email** field.
20. Enter your title in the **Title** field.
21. Click the **Cancel** button to return to the previous screen.
- OR
22. Click the **Submit** button to register with Grants.gov.

After you have registered with Grants.gov, the E-Business Point of Contact listed on your organization's CCR registration will receive a notification stating that you have registered. The E-Business Point of Contact will then need to log into the E-Biz section of Grants.gov and assign the "Authorized Applicant" role to you.

## User Profile

[Authorized Organization Representatives \(AORs\)](#) and [Individuals](#) have the ability to submit grant applications through Grants.gov.

After you have successfully completed the registration process below, you will see a "Successful Registration" confirmation screen. For [Organizations](#), the E-Business Point of Contact listed on your organization's CCR registration (as indicated on the CCR website: <http://www.ccr.gov>) will receive a notification stating that you have registered to become an AOR. Once the E-Business Point of Contact assigns the "Authorized Applicant" role to you, you will receive an email stating that you have been designated as an AOR and will be able to submit applications through Grants.gov.

To register as an AOR, complete all fields below and press the "Submit" button. If you are submitting applications on behalf of a company, state, local or tribal government, academia, or other type of organization, select the "[AOR](#)" option; OR if you are an individual submitting applications on your behalf, select the "[Individual](#)" option below.

**Applicant Info:**

**Step 1:** Select either the [AOR](#) or [Individual](#) option.

**Step 2:** Complete all other fields.

☒ **AOR**

☐ **Individual**

**First:**

**Last:**

**First:**

**Last:**

23. After you have completed the profile, you will see a confirmation screen. You have completed the registration process and you will be able to submit applications on Grants.gov.

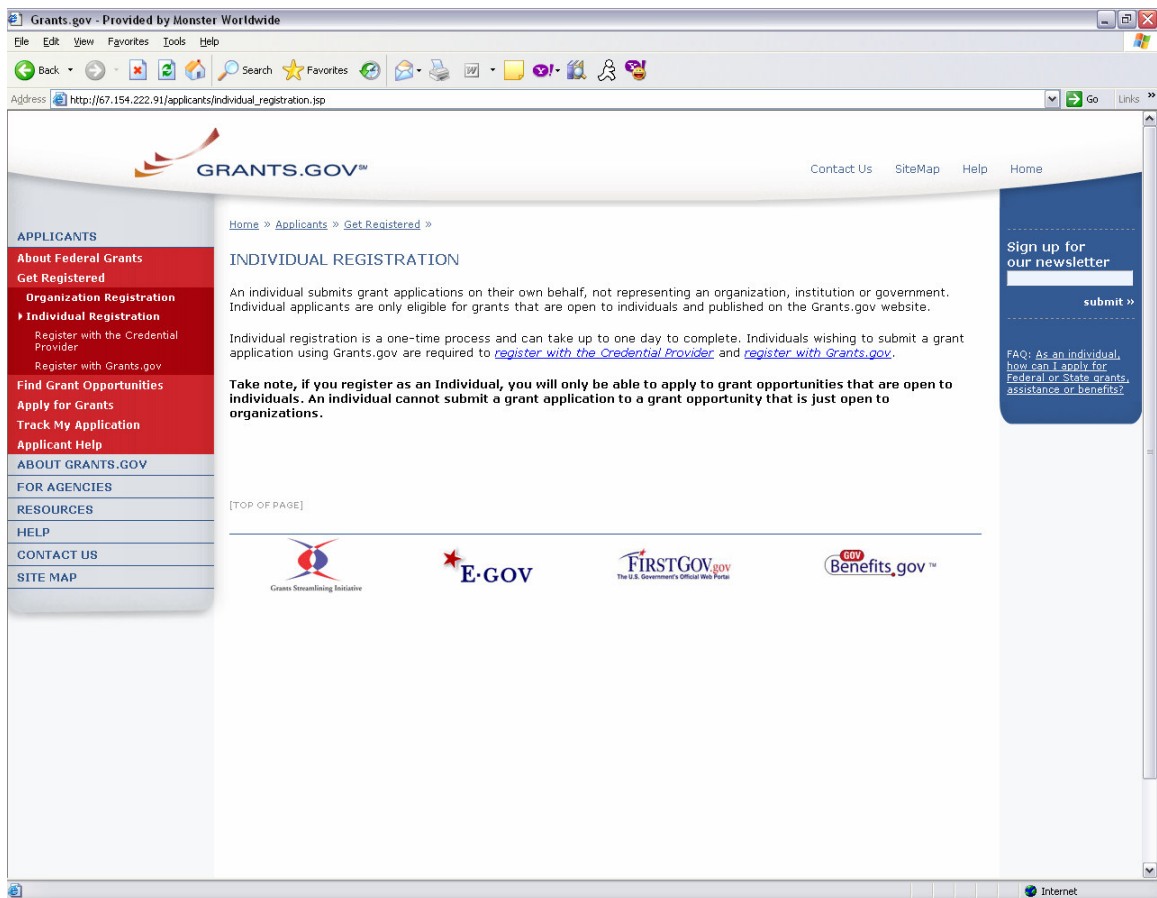
PLEASE BE AWARE THAT YOU WILL ONLY BE ABLE TO SUBMIT APPLICATIONS TO OPPORTUNITIES THAT ARE OPEN TO INDIVIDUALS.

**You can also register directly from Grants.gov. Follow the instructions below for that information:**

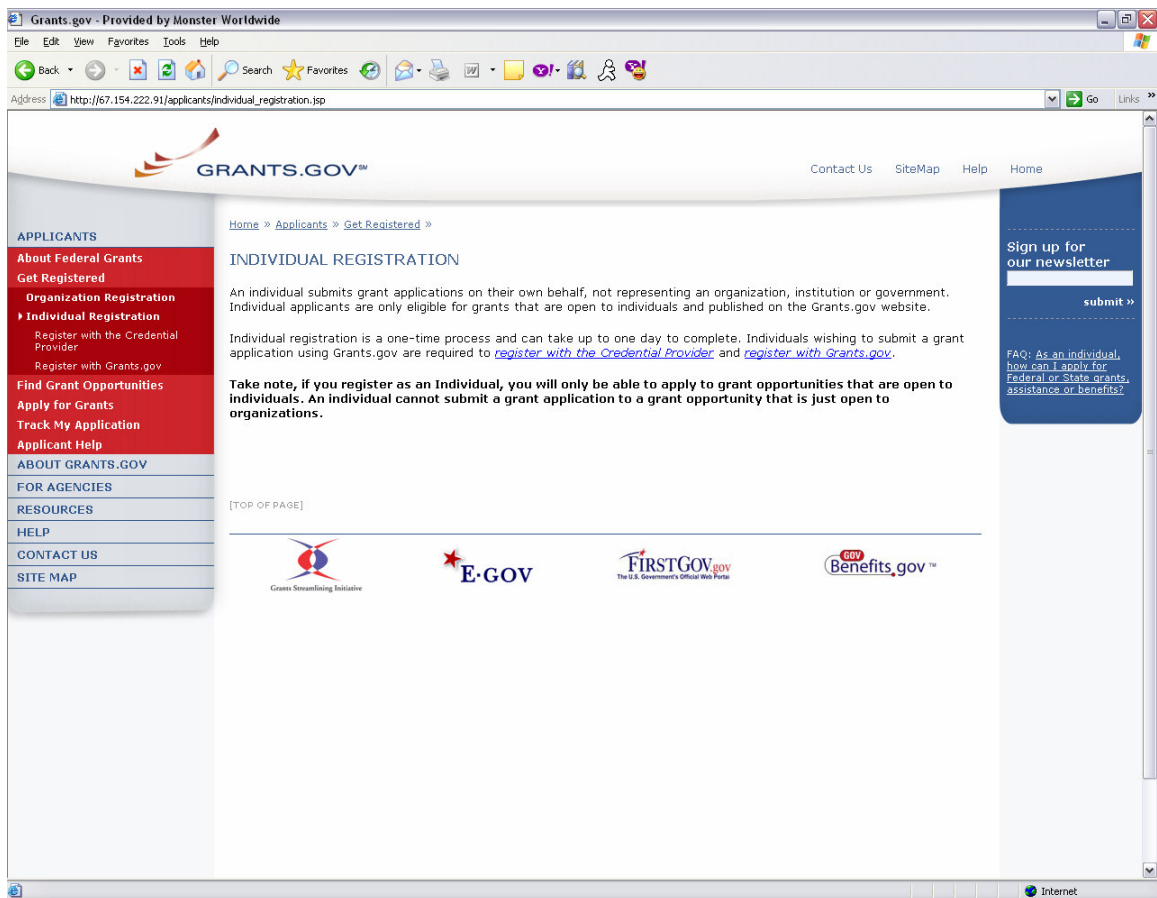
### **Instructions for Registering with Grants.gov**

You must have completed your [Credential Provider](#) registration and received your user name and password before you can register with Grants.gov. Follow the steps below to register with Grants.gov.

1. Click the **Get Registered** tab on the left side of any Grants.gov screen. This will take you to the **Get Registered** screen.

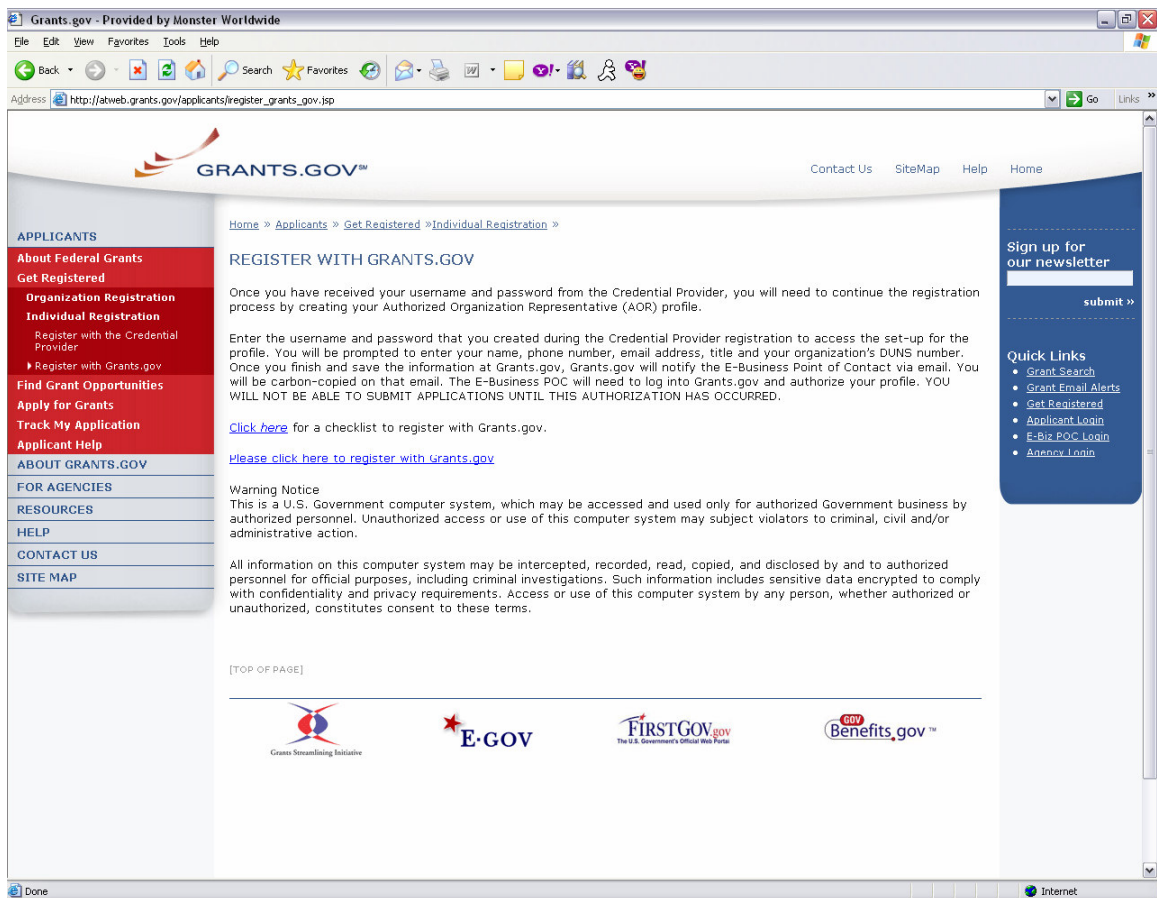


2. Under the **Get Registered** heading, click on **Individual Registration** in the submenu.



3. Information about Individual Registration is now displayed. Click **Register with Grants.gov** in the subnavigation to be taken to the Register with Grants.gov page.





4. This takes you to the **Register** screen which displays information about how to register as an Individual. Enter your username and password and click Register.



Grants.gov - Register with Grants.gov - Microsoft Internet Explorer

Address: https://atapply.grants.gov/GrantsgovRegister

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Enter the username and password from registering with the Credential Provider. You will then be asked to provide identifying information and your organization's DUNS number. After you have completed the registration process, Grants.gov will notify the [E-Business Point of Contact](#) for assignment of user privileges.

**Please enter your Username and Password to Register with Grants.gov.**

Username

Password

**Tips for registering with Grants.gov:**

Guidance on this process is provided on the [Register with Grants.gov](#) section of the site.

5. This will take you to the **Register with Grants.gov** screen. Enter the user name and password that you received from the Credential Provider in the **User name** and **Password** fields. **Remember** - the password you received from the Credential Provider may contain both upper and lowercase letters. Be sure to enter the exact password you received.
7. At the next screen, check the Individual box. This will default the DUNS Number field to 000000000INDV
8. Enter your first name in the **First** field.
9. Enter your last name in the **Last** field.
10. Enter your business telephone number in the **Tel** field.
11. Enter your business email address in the **Email** field.
12. Enter your title in the **Title** field.
13. Click the **Cancel** button to return to the previous screen.
- OR
14. Click the **Submit** button to register with Grants.gov.

After you have registered with Grants.gov, the E-Business Point of Contact listed on your organization's CCR registration will receive a notification stating that you have registered. The E-Business Point of Contact will then need to log into the E-Biz section of Grants.gov and assign the "Authorized Applicant" role to you.

**User Profile**

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**Applicant Info:**

**Step 1:** Select either the [AOR](#) or [Individual](#) option.

**Step 2:** Complete all other fields.

☒ **AOR**
☐ **Individual**

**First:** 
**Last:**

15. After you have completed the profile, you will see a confirmation screen. You have completed the registration process and you will be able to submit applications on Grants.gov.

PLEASE BE AWARE THAT YOU WILL ONLY BE ABLE TO SUBMIT APPLICATIONS TO OPPORTUNITIES THAT ARE OPEN TO INDIVIDUALS.

### **I forgot my password**

In the event that you forget your password, you can obtain a new password from the Credential Provider:

If you have forgotten your password, complete the following steps:

If you have forgotten your password, you will need to get it reset at the E-Authentication Credential Provider's website. Go to <https://e-auth.orc.com/reg/forgotReset.html> and enter your Username. You will then be prompted to change your password. This information will automatically be updated at the Grants.gov website.

### **I forgot my username**

Please contact ORC, Grants.gov's Credential Provider at 800-386-6820 or via email at [eauthhelp@orc.com](mailto:eauthhelp@orc.com). You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your new username and password with Grants.gov.

## Instructions for reviewing the Grants.gov Registration Checklist

Follow the steps below to review the Grants.gov Registration Checklist.

To view the Grants.gov Registration Checklist, select **Individual Registration** from the left navigation of any Grants.gov page.

Once on the Individual Registration page, select **Register with Grants.gov** from the submenu.

Once on the Register with Grants.gov page, you may click the **Registration Checklist** link at the bottom of the page to download a handy document that details the steps you need to follow to become registered with Grants.gov.

The Registration Checklist is a PDF document, which you may review on-screen or print and retain for future reference.



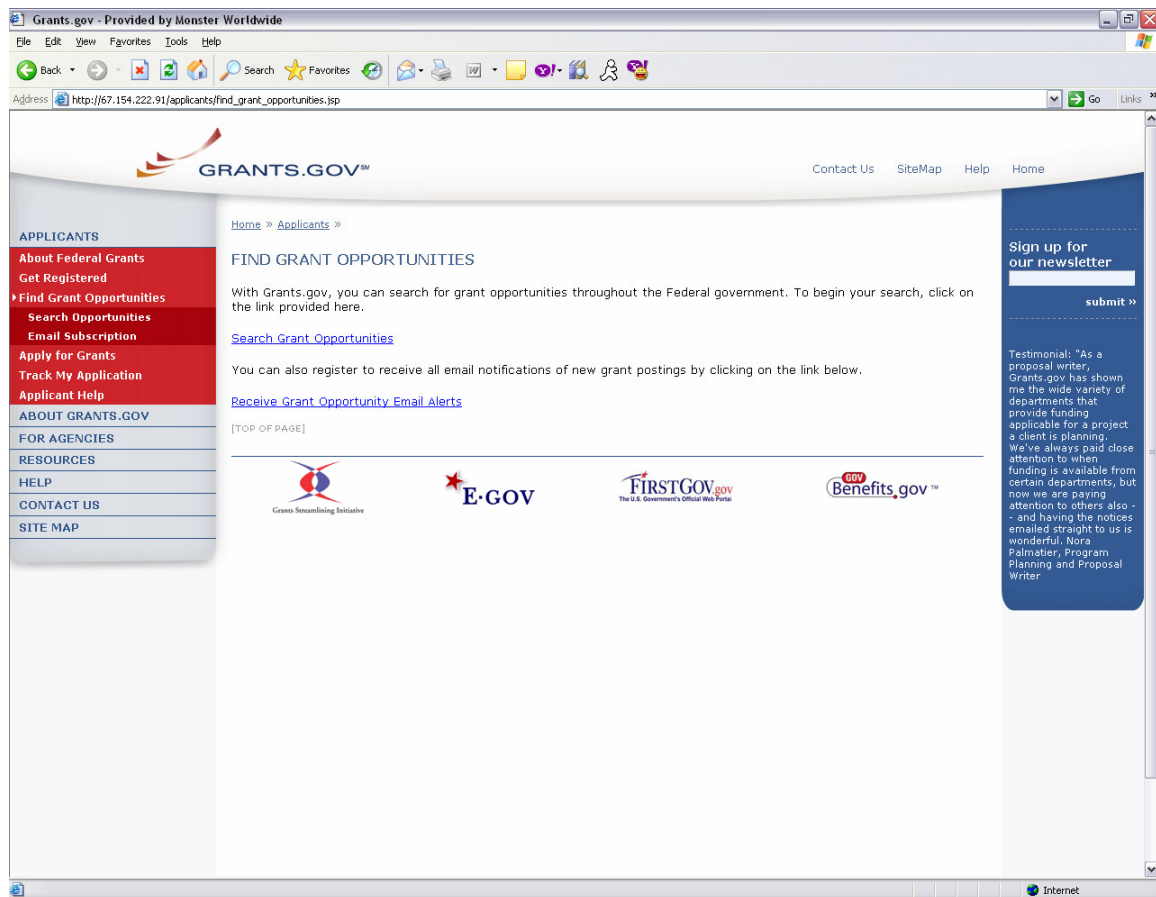
The Grants.gov Registration Checklist screen will appear. The checklist helps guide you through the process of completing necessary steps to become registered with Grants.gov.

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## 4. For Applicants: Find Grant Opportunities

Grants.gov has been designed to help you search for grant opportunities throughout the Federal government. You have two options: Search Grant Opportunities online and in real time, or Receive Email Alerts detailing new grant postings.

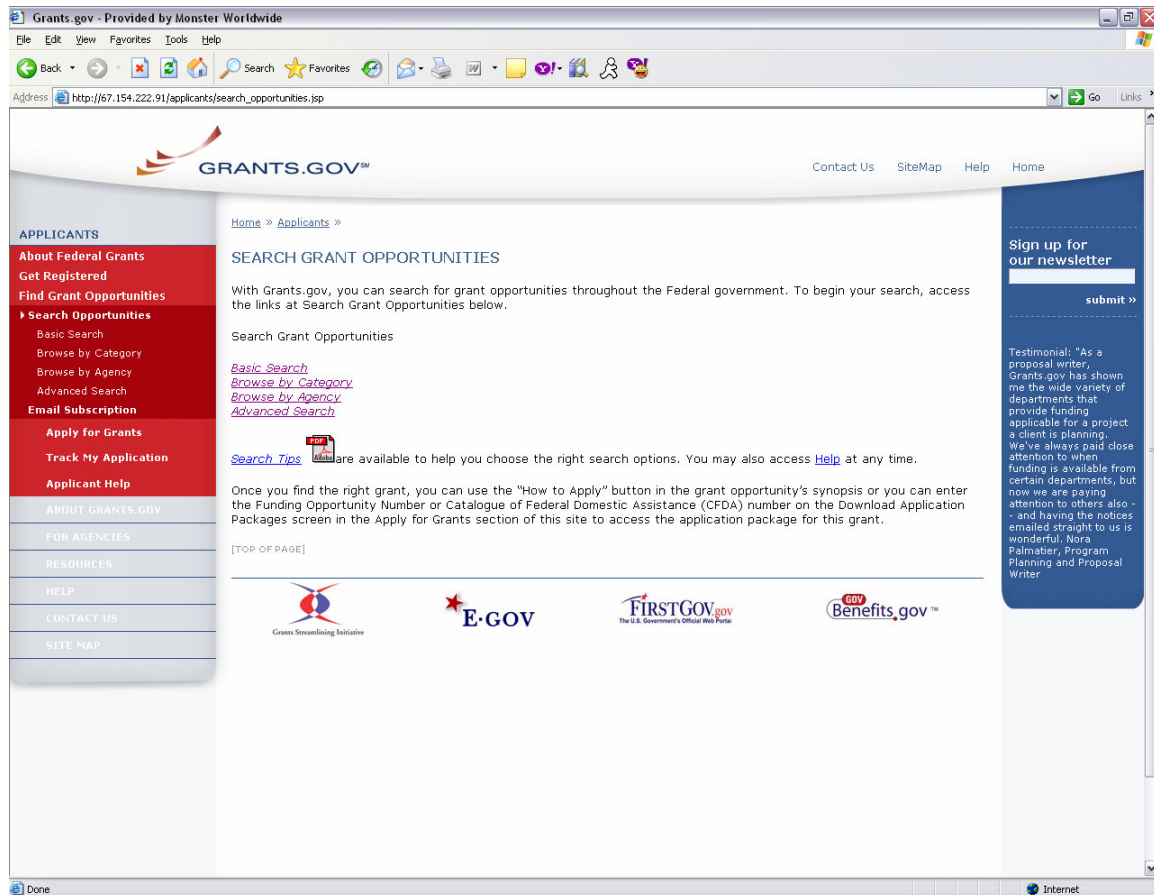
To find grant opportunities on Grants.gov, simply select **Find Grant Opportunities** from the navigation on the left side of any Grants.gov screen. This will take you to the Find Grant Opportunities screen, where you will be able to choose whether you'd like to search grant opportunities online or be notified of new grant postings by email.



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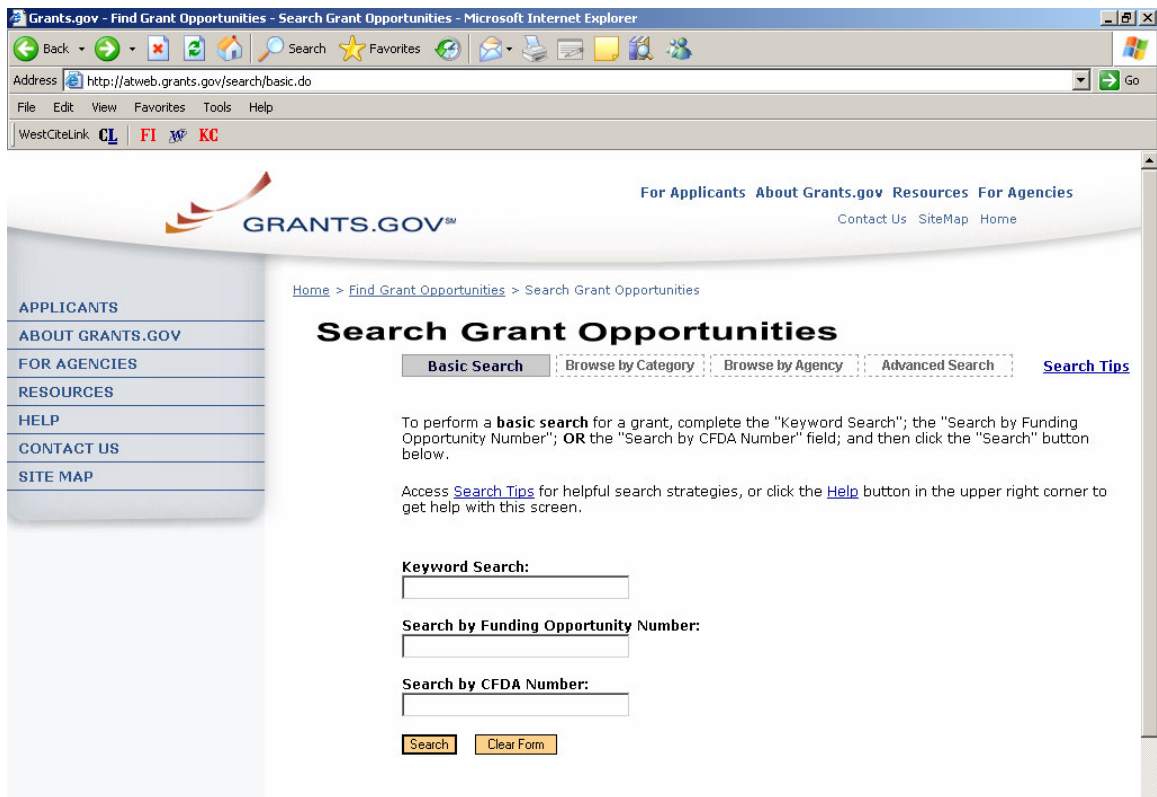
## 5. For Applicants: Find Grant Opportunities: Search Opportunities

To search for opportunities online and in real time, simply click **Search Opportunities** in the Find Grant Opportunities submenu. This will take you to the Search Opportunities page.

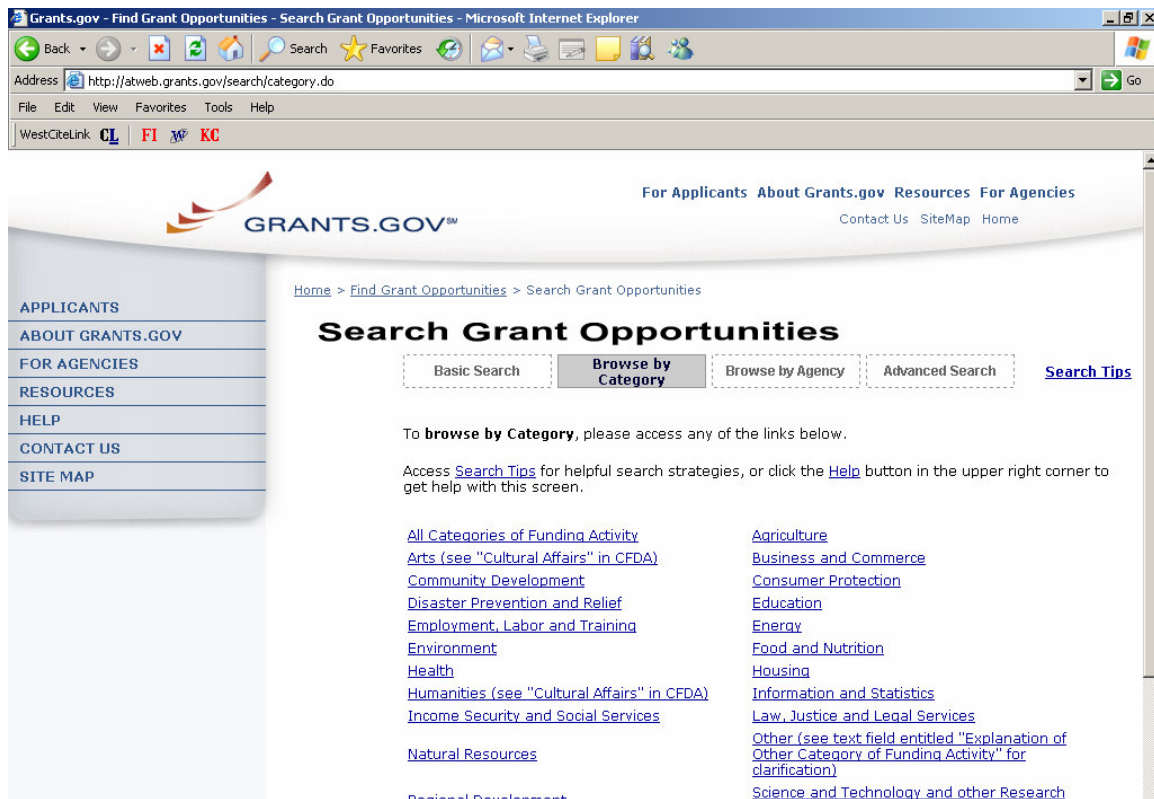


Once on the Search Opportunities page, you may conduct a basic search, browse grant opportunities by category, browse by agency or conduct an advanced search.

To **conduct a basic search**, simply click on Find Grant Opportunities in the left side navigation on any Grants.gov page. Then, select Search Opportunities from the submenu, and click on Basic Search. The Basic Search page will appear.

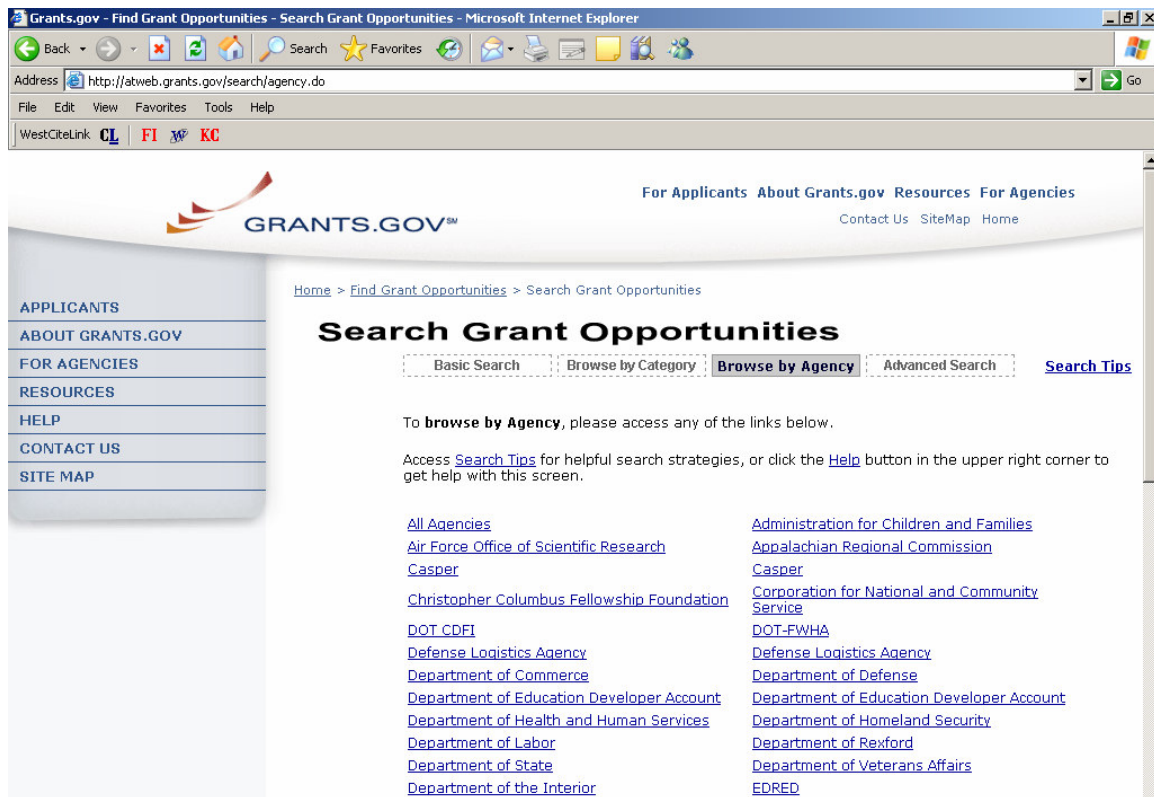


To **browse grant opportunities by category**, simply click on Find Grant Opportunities in the left side navigation on any Grants.gov page. Then, select Search Opportunities from the submenu, and click on Browse by Category. The Browse by Category page will appear.

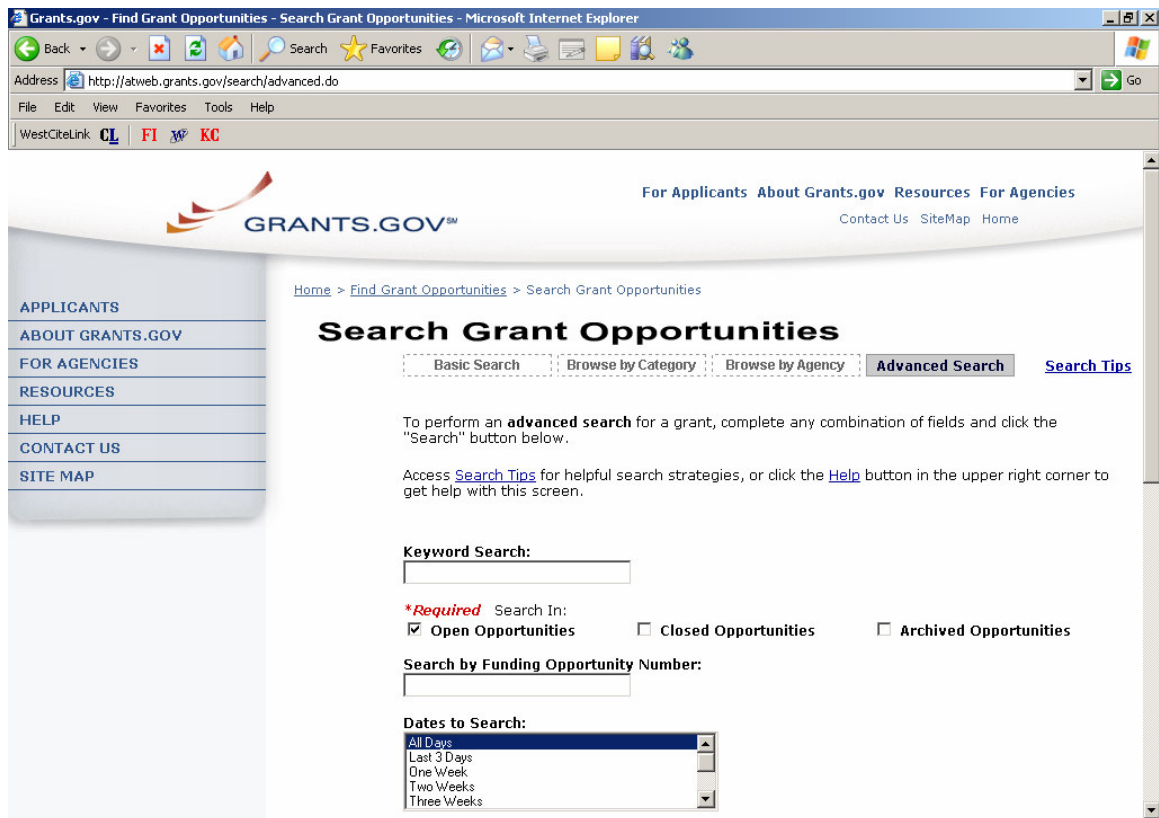


To **browse grant opportunities by agency**, simply click on Find Grant Opportunities in the left side navigation on any Grants.gov page. Then, select Search Opportunities from the submenu, and click on Browse by Agency. The Browse by Agency page will appear.





To **conduct an advanced search**, simply click on Find Grant Opportunities in the left side navigation on any Grants.gov page. Then, select Search Opportunities from the submenu, and click Advanced Search. The Advanced Search page will appear.

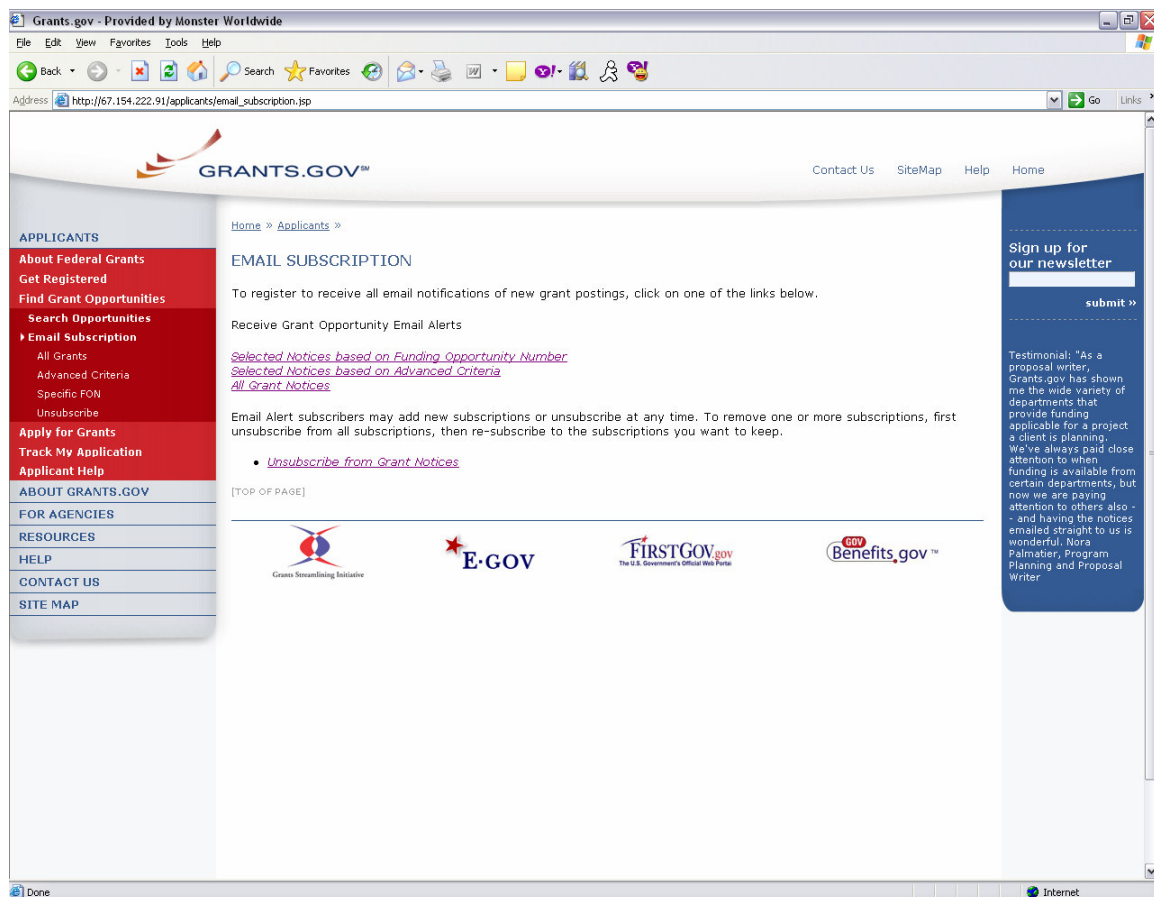


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## 6. For Applicants: Find Grant Opportunities: Email Subscription

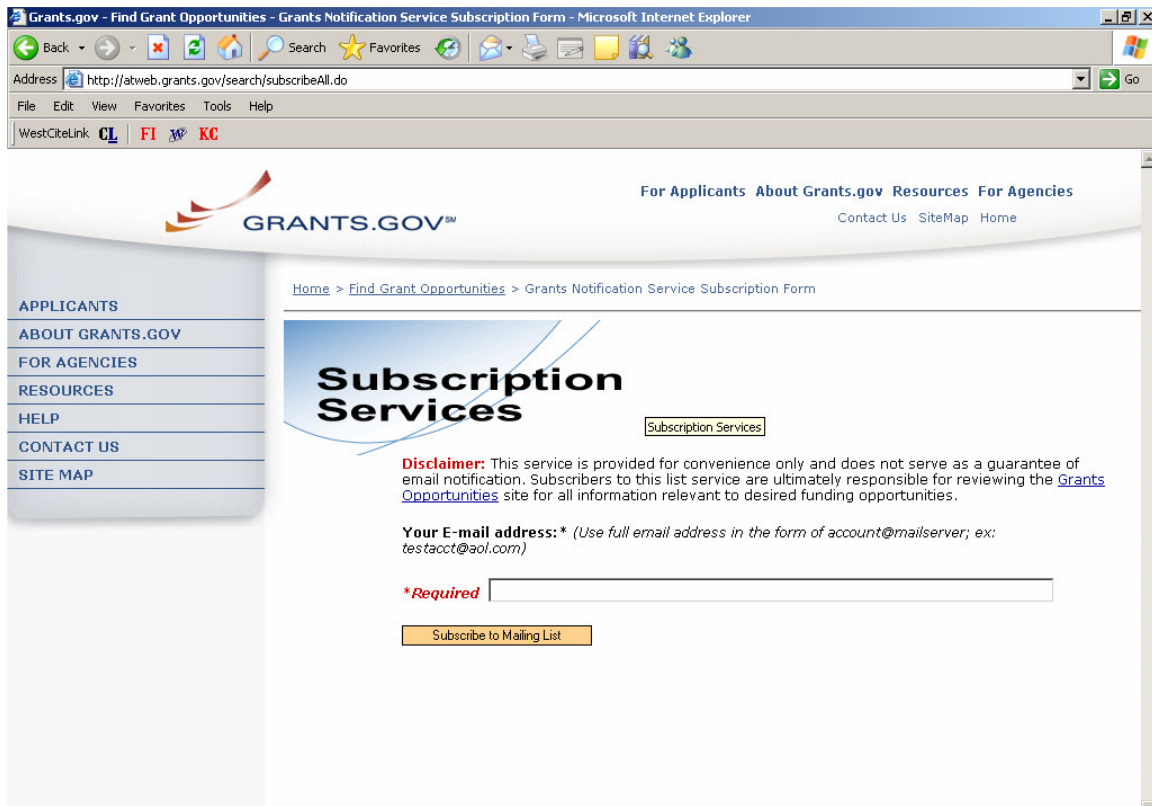
Grants.gov is designed to allow users to register (subscribe) to receive email notifications of new grant postings that meet specific criteria.

To register to receive grant postings that meet the needs of yourself or your organization, simply click Find Grant Opportunities from the left side navigation. Then, choose **Email Subscription** from the submenu.



Once on the Email Subscription page, you may elect to be notified of all grants, those with advanced criteria, grants with a specific Funding Opportunity Number (FON), or, you may choose to unsubscribe from receiving email notifications.

To **receive email about all grants**, simply click on Find Grant Opportunities in the left side navigation on any Grants.gov page. Then, select Email Subscriptions from the submenu, and click on All Grants. The All Grants page will appear and allow you to subscribe.



To be notified about **grants with advanced criteria**, simply click on Find Grant Opportunities in the left side navigation on any Grants.gov page. Then, select Email Subscriptions from the submenu, and click on Advanced Criteria. The Advanced Criteria page will appear and allow you to subscribe.

Grants.gov - Find Grant Opportunities - Grants Notification Service Subscription Form - Microsoft Internet Explorer

Address: http://atweb.grants.gov/search/subscribeAdvanced.do

File Edit View Favorites Tools Help

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For Applicants About Grants.gov Resources For Agencies

Contact Us SiteMap Home

Home > Find Grant Opportunities > Grants Notification Service Subscription Form

## Subscription Services

**Disclaimer:** This service is provided for convenience. Subscription Services is not serve as a guarantee of email notification. Subscribers to this list service are ultimately responsible for reviewing the [Grants Opportunities](#) site for all information relevant to desired funding opportunities.

**Your E-mail address:\*** (Use full email address in the form of account@mailserver; ex: testacct@aol.com)

**\*Required**

**Notes:** On some browsers, it may be necessary to hold down the **CONTROL**, **APPLE**, or **SHIFT** key to select multiple items (Please choose all that apply)

**Funding Opportunity Number:**

**Select Category of Funding Activity:**

- All Categories of Funding Activity
- Agriculture
- Arts (see "Cultural Affairs" in CFDA)
- Business and Commerce
- Community Development

To be notified about grants with a **specific Funding Opportunity Number (FON)**, simply click on Find Grant Opportunities in the left side navigation on any Grants.gov page. Then, select Email Subscriptions from the submenu, and click on Specific FON. The Specific FON page will appear and allow you to subscribe.

Grants.gov - Find Grant Opportunities - Grants Notification Service Subscription Form - Microsoft Internet Explorer

Address: http://atweb.grants.gov/search/email.do

File Edit View Favorites Tools Help

WestCiteLink CL FI KC

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For Applicants About Grants.gov Resources For Agencies  
Contact Us SiteMap Home

Home > Find Grant Opportunities > Grants Notification Service Subscription Form

## Subscription Services

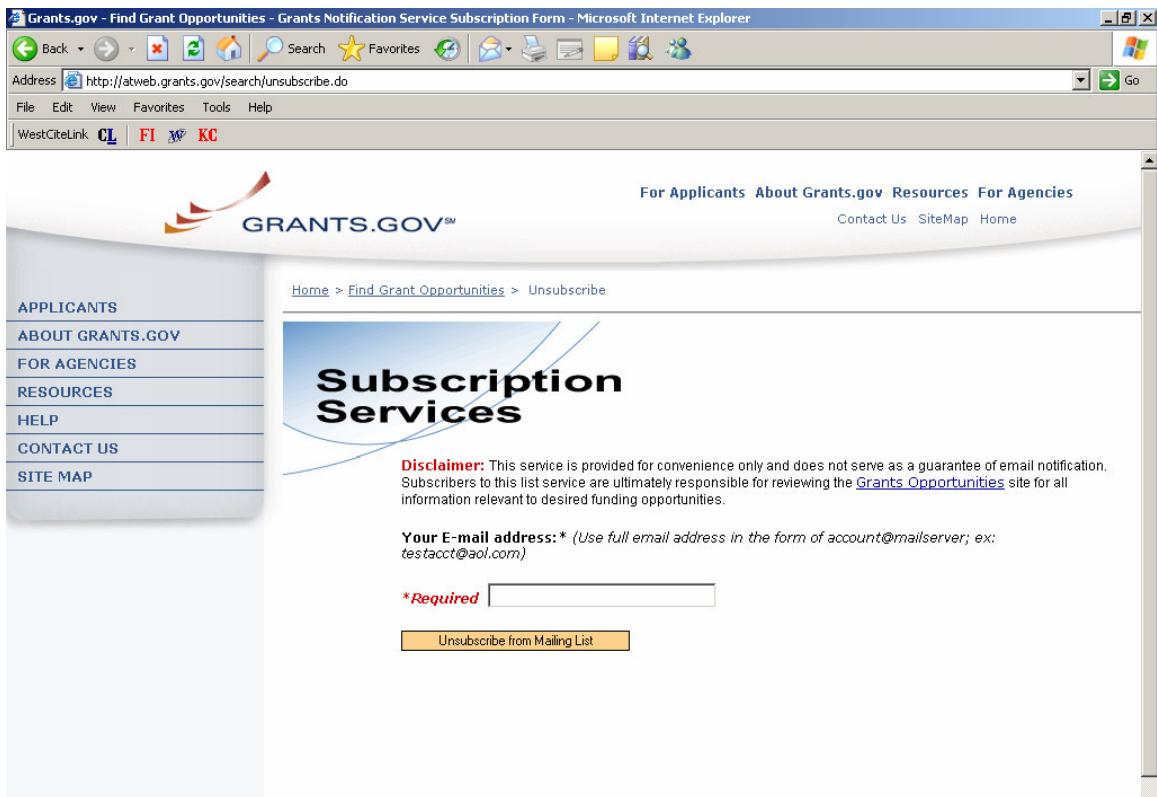
**Disclaimer:** This service is provided for convenience only and does not serve as a guarantee of notification. Subscribers to this list service are ultimately responsible for reviewing the [Grants Opportunities](#) site for all information relevant to desired funding opportunities.

Your E-mail address: (Use full email address in the form of account@mailserver; ex: testacct@aol.com)

**\*Required**

Funding Opportunity Number:

To **unsubscribe**, simply click on Find Grant Opportunities in the left side navigation on any Grants.gov page. Then, select Email Subscriptions from the submenu, and click Unsubscribe. The Unsubscribe page will appear and allow you to unsubscribe from receiving emails. You will need to confirm your unsubscription. An email will be sent to your registered email address. Just simply click the link enclosed in the email and the unsubscription will be completed.



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## 7. For Applicants: Apply for Grants

Applying at Grants.gov can reduce your costs and the time required to find opportunities and process your application. The site provides access to multiple grantors and reduces paperwork, postal costs and storage costs, in addition to its efficiency as a one-stop storehouse of grants information.

By downloading a grant application package, you can view it offline, giving you the flexibility to complete the application when and where you want. You can also route it through your organization for easy review and then submit it with a simple click.

Before you apply, remember you must be [registered](#), and you must have the Funding Opportunity Number (FON) and/or CFDA number of the desired grant. Once those steps are complete, you will be ready to download the application package and begin the 4-step process to apply for a grant:

### Step 1: Download a Grant Application Package and Instructions

You should have the FON and/or CFDA number. If not, return to [Find Grant Opportunities](#) to search for this information.

In order to view the application package, you will need to install the [PureEdge Viewer](#), [link to a small, free program that provides access to the grant application]. To operate the PureEdge Viewer, your computer must meet certain [system requirements](#). If you are a non-Windows user, please refer to this [support page](#).

You can also find the grant application package from your search results. Click the “How to Apply” button at the top of the screen. In the next screen, you will be access the application package and instructions.

### Step 2: Complete the Selected Grant Application Package

Once you have downloaded the application package, you can complete it offline, a handy feature that allows you to share the document in your office and complete it at your own pace.

Instructions are available to assist you on the application package cover sheet to explain how to open and use the forms in the application package. Also, you will have direct access to the agency application instructions, which will include all the necessary information on what is required for your submission.

Note:

- Save your application to your computer as changes are NOT automatically saved.
- Remember to click the Save button when you have completed the package and are ready to submit it.



- The package cannot be submitted until all required fields have been completed.

If you're having problems completing the process, view our [Frequently Asked Questions](#).

You can also view our training demonstration of [How to Complete an Application Package](#).

### **Step 3: Submit a completed Grant Application Package**

Using the username ID and password you entered when you registered with a Credential Provider, you can submit your application package. In order to submit your application, you must already be registered and you will need to have already completed the application package using the PureEdge Viewer.

The "Submit" button on the application package cover page will only become active after you have completed all required forms, attached all required documents, and saved your application package. Click on the "Submit" button once this process is complete and you are ready to send the completed application to Grants.gov.

Next, review the provided application summary to confirm the application will be submitted to the correct program. Click the "Yes" button if this information is correct and you are ready to submit the application. If you are not already connected to the Internet, you will be directed to do so and will need to login to Grants.gov using your username ID and password.

After you have clicked the "Sign and Submit" button on the summary page, your application package will automatically be uploaded to Grants.gov. A confirmation screen will appear once the upload is complete. Note that a Grants.gov tracking number will be provided at the bottom of this screen, as well as the submission's official date and time. Record this number so that you may refer to it should you need to contact [Customer Support](#).

### **Step 4: Track the Status of a Completed Grant Application Package**

Once an application has been submitted, you can check the status on the [Track My Application](#) page. You may identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number.

Helpful Hints:

- Remember that all username ID and passwords are case sensitive.
- If the Submit button is not active, please check to be sure you have:
  - Completed all mandatory fields in all mandatory forms and moved them to the Mandatory Completed Documents for Submission box.

- Clicked the Save button AFTER all documents have been moved to the Mandatory Completed Documents for Submission box.
  - Completed all mandatory fields in all optional forms that have been moved to the Optional Completed Documents for Submission box.
  - Closed all Internet browser windows.
- 
- If the Submit button is active and you are still unable to submit the form, make sure that your computer meets the [system requirements](#) and you have the latest version for the [PureEdge Viewer](#).
  - If you are using a dial-up modem, it may take several minutes for the application to upload and be submitted. A high-speed Internet connection or DSL connection will process the application much faster.

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## 7.1 For Applicants: Completing Application Packages

### Instructions for Completing Application Packages

Follow the steps below to complete an application package using Grants.gov.

1. As the application downloads, it will automatically open in PureEdge Viewer. Save the application to your computer. Once the application is saved, you do not need to be online to complete the application.

#### Sample Application Package

The screenshot shows the 'Grant Application Package' window in a web browser. The window has a title bar with 'Submissions' and a toolbar with buttons for 'Submit', 'Save', 'Print', and 'Cancel'. The main content area is divided into several sections. On the left, there is a form with the following fields: Opportunity Title (M1), Offering Agency (Training Day 1), OFSA Number (47300), OFSA Description (Survivance), Opportunity Number (T01A), Opportunity Open Date, Opportunity Close Date, and Agency Contact (Kristina Rosenthal, kristina.rosenthal@edc.com, E-mail: kristina.rosenthal@edc.com). On the right, there is a blue box with text: 'This electronic grants application is intended to be used to apply for the below referenced funding opportunity. If this is not the correct funding opportunity, cancel this application, determine which funding opportunity you are interested in, and download the appropriate application package.' Below this, there is a section for 'Required Documents' with a list of documents and a 'Required Documents' box. At the bottom, there is a section for 'Mandatory Completed Documents for Submission' with a list of documents and a 'Mandatory Completed Documents for Submission' box. The 'Application Filing Name' field is set to 'Training Day 1'.

2. Verify that the pre-entered information is for the grant opportunity for which you want to apply. If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking the **Cancel** button at the top of the screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply. If the Federal funding opportunity listed is the opportunity for which you want to apply, complete the application in its entirety before submitting it.

Applications can be completed in their entirety offline; however, you will need to login to the Grants.gov website during the submission process.

The **Submit** button at the top of the screen will not be functional until the application is properly completed and saved.

If you have any application specific questions, contact the offering agency directly using the contact information provided on the application's cover page.

#### Cover Page

Follow the steps below to complete the cover page of an application package.

1. Enter a name for the application in the **Application Filing Name** field.

- This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
  - You can save your application at any time by clicking the “Save” button at the top of your screen.
  - The “Submit” button will not be functional until the application is complete and saved.
2. Open and complete all of the documents listed in the **Mandatory Documents** box and **Optional Documents** box.
- The documents listed in the **Mandatory Documents** box and **Optional Documents** box may be predefined forms, such as SF-424, or documents that need to be attached, such as a program background statement. **Mandatory Documents** are required for this application. **Optional Documents** can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding **Optional Documents**.
  - To open an item, simply click on it to select the item and then click on the **Open** button. When you have completed a form or document, click the form/document name to select it, and then click the =>> button. This will move the form/document to the **Mandatory Completed Documents** or **Optional Completed Documents** box for submission. To remove a form/document from the **Completed Documents** box, click the form/document name to select it, and then click the <=< button. This will return the form/document to the **Mandatory Documents** or **Optional Documents** box.
  - When you open a required form, the fields which must be completed are noted by an \*, and on some computers (depending on your settings) highlighted in yellow. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.
  - To exit a form, click on the **Close** button at the top of the screen. Then, click the **Save** button to resave your entire application.
  - **Note:**
  - All mandatory fields in all mandatory forms have been completed and moved to the Mandatory Completed Documents for Submission box.
  - The Save button has been clicked AFTER all documents have been moved to the Mandatory Completed Documents for Submission box.

- All mandatory fields in all optional forms that have been moved to the Optional Completed Documents for Submission box have been completed.
- All Internet browser windows must be closed.

## Forms

Forms, such as SF-424, are predefined and will require you to enter information into fields. **If the SF-424 is in the package, you must complete the SF-424 first. SF-424 will automatically complete additional fields on other forms with the information you entered.** Follow the steps below to complete forms contained within an application package.

### Note:

1. To open a form in the **Mandatory** or **Optional Documents** box, simply click on the form name to select it and click the **Open Form** button which appears below the appropriate box. When you have completed a form, you will need to move it to the appropriate **Completed Documents for Submission** box.

### Sample Application Form

The screenshot shows a web browser window displaying a form titled "APPLICATION FOR FEDERAL ASSISTANCE". The form is divided into several sections:

- 1. TYPE OF SUBMISSION:** Includes checkboxes for "Application", "Preapplication", "Construction", "Non-Construction", and "Non-Construction".
- 2. DATE SUBMITTED:** A text field for the submission date.
- 3. DATE RECEIVED BY STATE:** A text field for the state receipt date.
- 4. DATE RECEIVED BY FEDERAL AGENCY:** A text field for the federal receipt date.
- 5. APPLICANT INFORMATION:** Includes fields for "Legal Name", "Organizational DUNS", "Address" (Street, City, State, Zip Code, Country), and "Organizational Title" (Department, Division).
- 6. EMPLOYER IDENTIFICATION NUMBER (EIN):** A text field for the EIN.
- 7. TYPE OF APPLICANT:** A dropdown menu for selecting the applicant type.

Fields marked with an asterisk (\*) indicate required information. Some fields are highlighted in yellow, indicating they are required or have been completed.

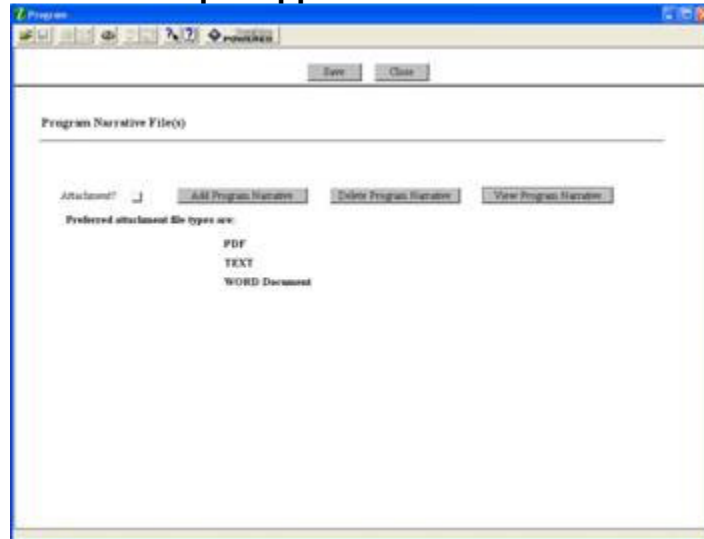
2. When you open a required form, all required fields are noted by an \* and sometimes (depending on your computer settings) highlighted in yellow.
3. Optional fields and completed fields are displayed in white.
4. You can click any field to enter the necessary information.
5. You can also use the **TAB** button on your keyboard to move from field to field.
6. If you enter invalid or incomplete information in a field, you will receive an error message upon leaving the field.
7. To exit a form, click the **Close** button at the top of the screen. Then click the **Save** button to save your application.

## Documents

In addition to forms, application packages may also require that you submit specific documentation, such as a program background statement. Follow the steps below to submit documentation for an application package.

1. To open a form that requires you to attach a document, simply click on the form name to select it and then click the **Open Form** button which appears below the appropriate box.
2. Once the form is open, you can attach documents from your computer to the form. Depending on the form, you may be able to attach a PDF, Text Document, Word Document or other type of documents. After completing a form, move it to the appropriate **Completed Documents for Submission** box.

### Sample Application Document

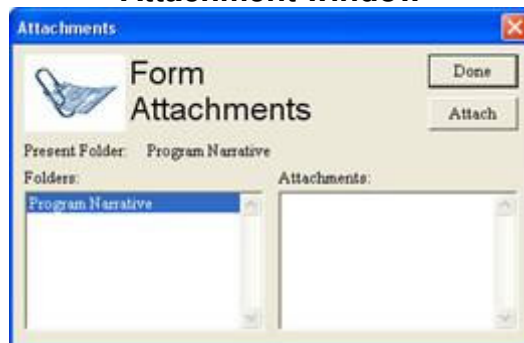


### Attaching a Document

Follow the steps below to attach a document to a form.

1. To upload a document, simply click the **Add** button.
2. This will open an **Attachment** window.

### Attachment window



3. Click the **Attach** button. A **Browse** window opens allowing you to select the document on your computer you would like to upload.

## Browse window



4. Once you have selected the document you would like to attach, click the **Open** button. You will return to the **Attach** window.
5. Repeat this process until you have attached all of the necessary documents.
6. When you have selected all of the documents you want to include for this requirement, click the **Done** button. If multiple files are attached to the field, the box next to Attachment will be checked. If only one file is attached, the name of the file will be displayed in the box next to Attachment.

## Deleting a Document

Follow the steps below to delete a document that you have uploaded to the form.

1. Open the form and click the **Delete** button.
2. If multiple documents are attached, the **Delete Attachment** window will open.

## Delete Attachment window



3. From the **Delete Attachment** window, select the document or documents which you want to delete and click the **Remove** button.
4. Click the **Done** button when you are finished deleting the documents.
5. Once all the attached documents have been removed, the check mark after the attachment will be removed. If there is only one attachment, press the **Delete** button.

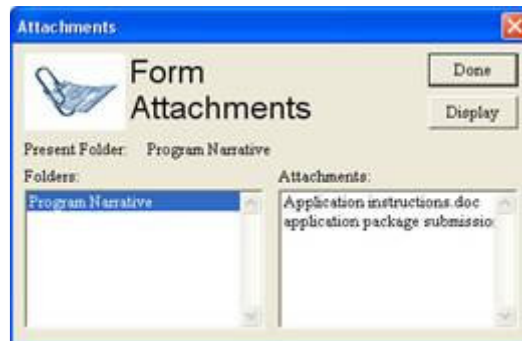
6. The **Remove Attachment** window will appear. Click “**Yes**” to delete or “**No**” to return back to the form. The file name will be removed from the display box on the form.

### Viewing a Document

Follow the steps below to view a document that you have uploaded to the form.

1. Open the form and click the **View** button.
2. If only one document was attached, the document will open. If multiple documents are attached, the **View Attachment** window will open.

#### View Attachment window



3. From the **View Attachment** window, select the document or documents you would like to view and click the **Display** button.
4. Click the **Done** button to return back to the form without displaying the attachment. Closing the open document returns you back to the form.
5. To exit the mandatory documents page, click the **Close** button.

### Saving Your Application

Follow the step below to save your application.

1. To save your application, click the **Save** button at the top of your screen.

### Printing Your Application

Follow the step below to print your application.

1. To print your application, click the **Print** button at the top of your screen.

### Finalizing Your Application

Follow the steps below to finalize your application.

1. You can save your application at any time by clicking the **Save** button at the top of your screen.
2. Once you have properly completed and saved the application, the **Submit** button will become active and you will be able to submit your application to Grants.gov.

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## 7.2 Downloading Application Packages

**Note:** Before applying for a grant, the steps below must be completed. You will be unable to submit an application if all steps listed below are not complete.

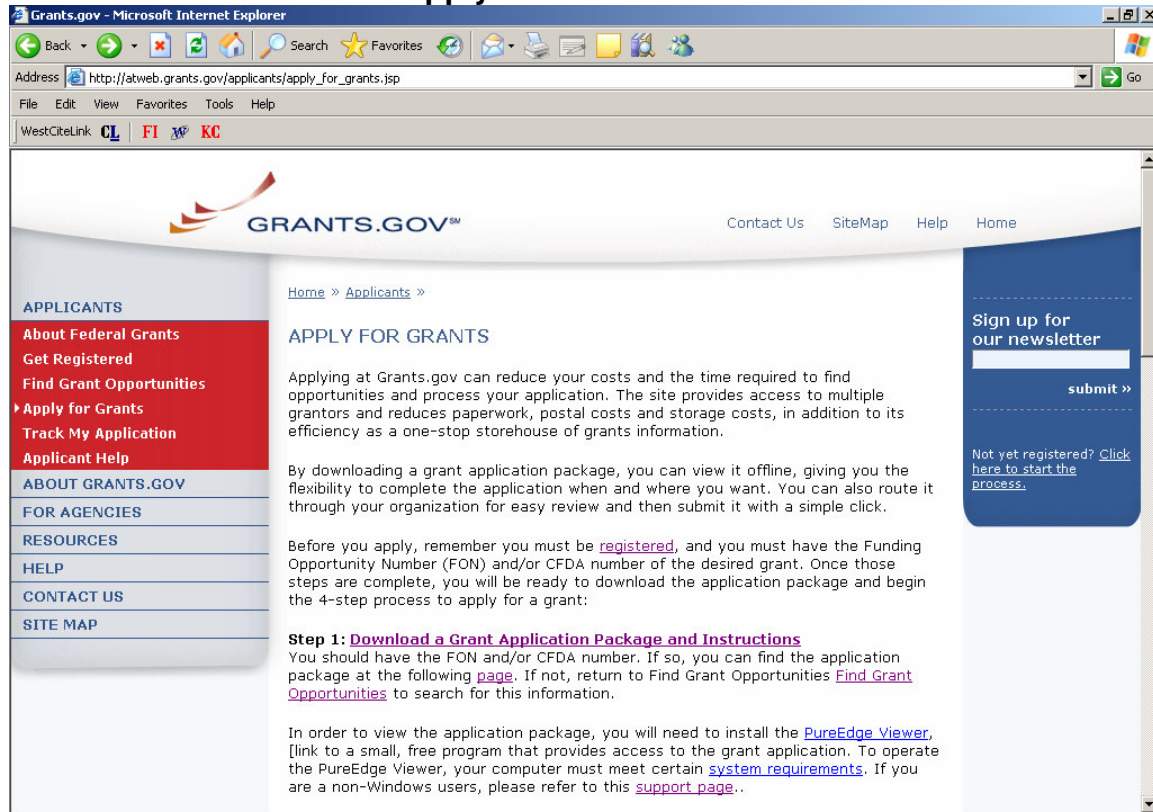
- Download the Application Viewer
- Request a DUNS number
- Register with the CCR
- Register with the [Credential Provider](#)
- Register with Grants.gov

### Instructions for Downloading Application Packages

Follow the steps below to download application packages.

1. After all necessary steps are completed, click the **Apply for Grants** tab at the top of any screen within Grants.gov. This will take you to the **Apply for Grants** screen.

#### Apply for Grants screen



2. Click the **Download Application Package** link on the left of your screen. This will take you to the **Download Application Package** screen.

## Download Application Package screen

Grants.gov - Download Application Package - Microsoft Internet Explorer

Address: [https://akapply.grants.gov/forms\\_apps\\_idx.html](https://akapply.grants.gov/forms_apps_idx.html)

File Edit View Favorites Tools Help

WestCiteLink **CL** **FI** **W** **KC**

**GRANTS.GOV**<sup>SM</sup>

For Applicants About Grants.gov Resources For Agencies  
Contact Us SiteMap Help Home

**APPLY**  
[Download Application Package](#)  
[Complete Application Package](#)  
[Submit Application Package](#)  
[Track Application Package Status](#)

**QUICK LINKS**  
 Access the most requested information and features.  
 Select A Topic

**TIPS AND TOOLS**  
[Complete Application Package Training Demo](#)  
[Convert Documents to PDF](#)  
[Download PureEdge Viewer](#)

Home > Apply > Download Application Package

### Download Application Package

Note: You will need to download and install [PureEdge Viewer](#), prior to downloading an Application Package.

To download an application package, **enter the appropriate CFDA Number OR Funding Opportunity Number** and click the "Download Package" button.

CFDA Number:

Funding Opportunity Number:

Funding Opportunity Competition ID:

If you do not remember the Funding Opportunity Number for the grant opportunity, return to the [Find Grant Opportunities](#) section to locate the grant opportunity and then return to this screen to enter the number. You can also refer to the [Available Grant Application Packages](#) list, which provides information on CFDA Numbers and/or Funding Opportunity Numbers.

3. Enter the CFDA number of the agency which is offering the opportunity for which you want to apply in the **CFDA Number** field.  
OR  
Enter the Funding Opportunity Number of the opportunity for which you wanted to apply in the Funding Opportunity Number field.  
If you do not know the Funding Opportunity Number or CFDA Number for the grant for which you want to apply, you will need to search for the grant opportunity following the steps in Searching Grant Synopses. If you know the CFDA number or Funding Opportunity Number you can check the Grants.gov Programs List found at the left navigation of Grants.gov home page. **You must complete at least one of these fields to download an application.**
4. Click the **Download Package** button to download the application package. This will take you to the **Selected Grant Applications for Download** screen.

## Selected Grant Applications for Download screen

**Download Grant Applications - Microsoft Internet Explorer**

Address: <http://atapply.grants.gov/GetGrantFromFedgrants?opportunity=RG-07032006-SF424-SHORT&agencycode=RG12072005>

File Edit View Favorites Tools Help

WestCiteLink **CL** **FI** **W** **KC**

**GRANTS.GOV™**

For Applicants About Grants.gov Resources For Agencies  
Contact Us SiteMap Help Home

**APPLY**

[Download Application Package](#)  
[Complete Application Package](#)  
[Submit Application Package](#)  
[Track Application Package Status](#)

**QUICK LINKS**  
Access the most requested information and features.

Select A Topic

**TIPS AND TOOLS**

[Complete Application Package Training Demo](#)  
[Convert Documents to PDF](#)  
[Download PureEdge Viewer](#)

Home > Apply for Grants > Forms & Applications > Selected Grant Applications for Download

### Selected Grant Applications for Download

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

**Before you can view and complete an application package, you must have the PureEdge viewer installed. [Click Here](#) to download the PureEdge Viewer if you do not have it installed already.**

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
16.202	RG-07032006-SF424-SHORT			Rathna-Agency-12072005	<a href="#">download</a>

- To download an application package and its instructions, click the corresponding download link. Be sure to download both.
- When you download an application package, you will first be taken to the **Download Opportunity Application Package** screen. From this screen, confirm that you are downloading the correct application for the grant you'd like to apply to.

### Download Opportunity Application Package screen

**Download Opportunity Application Package**

You have chosen to download the application package for the following opportunity:

**CFDA Number:** 10.557. Special Supplemental Nutrition Program for Women, Infants, and Children  
**Opportunity Number:** USDA-FNS-WEB-04F. FY 2004 WIC Electronic Benefit Transfer (EBT) Full Grant Competition  
**Competition ID:** USDA-FNS-WEB-04F  
**Agency:** Food and Nutrition Service  
**Opening Date:** 05/06/2004  
**Closing Date:** 05/20/2004

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

Download the application package by selecting the download link below. While the package file may open directly, you may save the file to your computer for future reference and use. You do not need Internet access to complete the application once you save it to your computer.

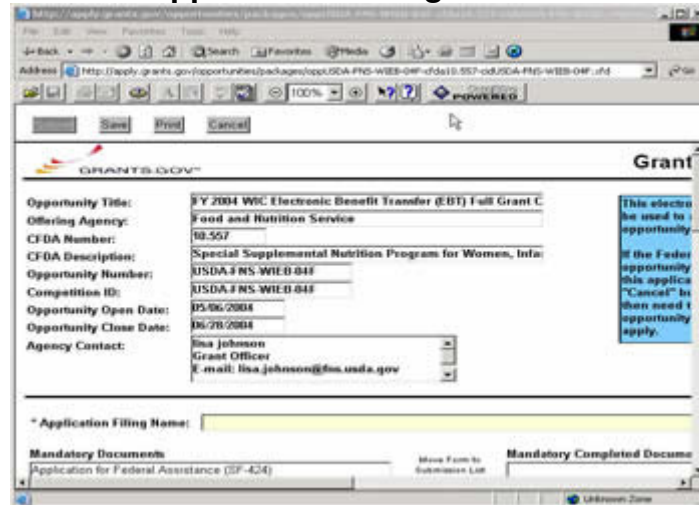
[Download Application Package](#)

- If you would like to be notified of any changes to this opportunity, enter your email address in the field and then click the **Submit** button. If you

choose not to enter your email address and the application package is deleted or modified, upon submitting the application package to Grants.gov, you may receive a rejection notice.

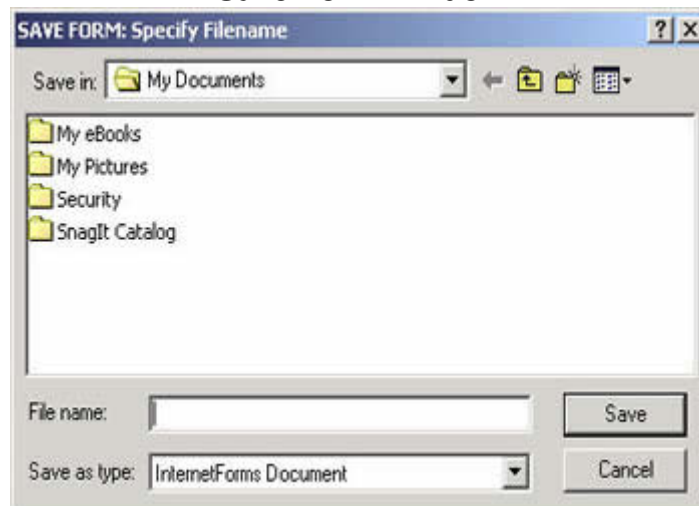
8. Click the **Download Application Package** link. The application package will open in the PureEdge Viewer.

### Application Package screen



9. Click the **Save** button to save the application to your computer.
10. A warning message appears informing you that one or more of the items in this form contain an invalid value and asks if you want to proceed anyway. Click **Yes**. This will open the **Save Form** window.

### Save Form window



11. Browse to the location you will save the application on your computer.
12. Enter the name the application will be saved as in the **File Name** field.
13. Click the **Save** button. The application will save to your computer. You will not need to be online to complete the application.

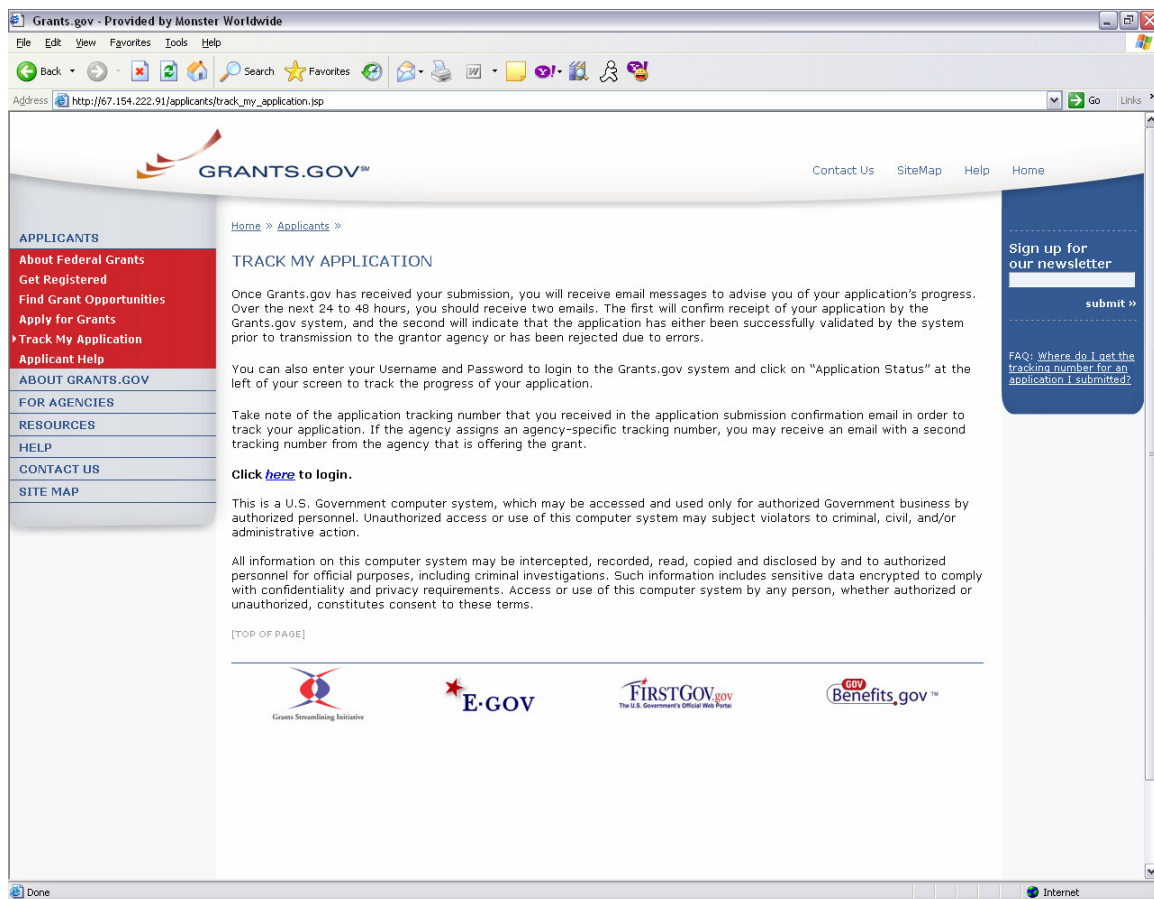
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## 8. For Applicants: Track My Application

Once you complete and submit your application, you will receive email confirmation from Grants.gov. Should you choose to track the progress of your application further, you may log in with your username and password to receive information about the current status of your application.

### Instructions for Tracking Application

To track the progress of your application, select **Track My Application** from the left side navigation of any Grants.gov page. This will take you to the Track My Application Screen.



Once on the Track My Application screen, select the “**Click here to login**” link at the bottom of the page. This will take you to the Applicant log in page. Enter your username and password to proceed.

Once you enter your username and password, you will be logged into the Grants.gov system. Click on **Application Status** on the left side of the screen to track the progress of your application.

Note: It is important to retain the application tracking number that you received in the application submission confirmation email in order to track your application. If the agency assigns an agency-specific tracking number, you may receive an email with a second tracking number from the agency that is offering the grant.

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## **9. I forgot my password**

In the event that you forget your password, you can obtain a new password from the Credential Provider:

If you have forgotten your password, complete the following steps:

If you have forgotten your password, you will need to get it reset at the E-Authentication Credential Provider's website. Go to <https://e-auth.orc.com/reg/forgotReset.html> and enter your Username. You will then be prompted to change your password. This information will automatically be updated at the Grants.gov website.

## **10. I forgot my username**

Please contact ORC, Grants.gov's Credential Provider at 800-386-6820 or via email at [eauthhelp@orc.com](mailto:eauthhelp@orc.com). You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your new username and password with Grants.gov.

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